



REPUBLIC OF ZAMBIA

CENTRAL STATISTICAL OFFICE

Living Conditions Monitoring Survey VI 2010

ENUMERATORS' INSTRUCTION MANUAL

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CHAPTER 1: INTRODUCTION

1.0. Survey Background

The monitoring of living conditions and poverty in Zambia by the Central Statistical Office (CSO) began in 1991. Prior to the current series of living conditions monitoring surveys, the CSO conducted two (2) household surveys namely, the Social Dimensions of Adjustment Priority Surveys (PSI) of 1991 and (PSII) of 1993.

The Living Conditions Monitoring Surveys (LCMS) evolved from these two surveys. So far, five (5) Living Conditions Monitoring Surveys have been conducted. These are: -

- (i) The Living Conditions Monitoring Survey I of 1996
- (ii) The Living Conditions Monitoring Survey II of 1998
- (iii) The Living Conditions Monitoring Survey III of 2002/2003
- (iv) The Living Conditions Monitoring Survey IV of 2004
- (v) The Living Conditions Monitoring Survey V of 2006

In the year 2002/2003, a different type of Living Conditions Monitoring Survey (LCMSIII) was conducted. This is a longitudinal type where expenditures and revenues of the survey household were collected over a period of 12 months and using the diary method. This type of survey is planned to be undertaken periodically in order to provide data to update the Consumer Price Index weights and also to provide comprehensive household consumption data.

The LCMSs are planned to be undertaken regularly in order to show levels and changes in living conditions and poverty in Zambia.

1.1. Purpose of the Surveys

The Living Conditions Monitoring Surveys are intended to highlight and monitor the living conditions of the population in Zambia. The surveys include a set of priority indicators on poverty and living conditions that are repeated regularly.

The Living Conditions Monitoring Surveys describe the living conditions as good or bad, as improving or deteriorating and identifying those which require policy action.

The surveys provide a basis on which to: -

- Monitor the impact of government policies on the well-being of the population in Zambia.
- Monitor poverty in Zambia.
- Provide various users with a set of reliable indicators against which to monitor development.
- Identify vulnerable groups in society and enhance targeting in policy implementation.

However, the surveys are **not** fully-fledged on any of the topics covered as they are concerned with information necessary to monitor living conditions and poverty.

The following topics are covered in the LCMS VI 2010 Questionnaire: -

- Demography and migration
- Orphanhood
- Health
- Education
- Economic activities
- Income
- Household assets
- Household amenities and housing conditions
- Household access to facilities
- Agricultural Production
- Household expenditure
- Community developmental issues
- Child Health and Nutrition
- Deaths in the household
- Self-assessed poverty, shocks to household welfare and households' coping strategies

1.2. Coverage

Zambia, administratively, is demarcated into 9 provinces, 72 districts, 150 constituencies and 1,416 wards. The CSO has divided wards into Census Supervisory Areas (CSA) which have further been subdivided into Standard Enumeration Areas (SEA). An enumerator will be expected to enumerate all the households within the allocated SEA(s).

The survey will have a nationwide coverage on a sample basis. It will cover both rural and urban areas in all the 72 districts of Zambia. Hence a very big sample size of about 1,000 SEAs and approximately 20,000 households will be drawn.

1.3. Field Questionnaires

Three types of questionnaires will be used in the survey. These are:-

1. The **Listing Booklet** - to be used for listing all the households residing in the selected Standard Enumeration Areas (SEAs)
2. The **Main questionnaire** - to be used for collecting detailed information on all household members in the selected households.
3. The **Prices questionnaire**:- to be used to collect unit prices of various commodities. This information is vital for harmonising regional differences in prices.

1.4. Duties of an Enumerator

Your main duties as an enumerator in the survey is to collect data on the listing form and main questionnaire which will later be handed over to your supervisor and subsequently to the Living Conditions Monitoring Branch through the provincial office.

You will be assigned to a supervisor. Your supervisor will allocate you two work areas (SEAs). These areas have clearly identifiable boundaries. Your supervisor will show you around your SEA boundary so that you are familiar with it before you start your assignment. After you have been assigned your work areas and your SEA boundaries identified, you will then start your assignment by listing all the households residing in your work areas (SEAs), using the **Listing Form**. Thereafter, your supervisor will select a sample of households. You will then interview the selected households using the **Main questionnaire**. Details of how listing and interviewing is to be done are provided in subsequent chapters.

Each enumerator will carry out his/her work in a Standard Enumeration Area (SEA). A team of Enumerators will be led by a Supervisor. Your Supervisor will provide you with questionnaires and other materials and will be responsible for organizing your day-to-day survey activities. During your field work you must keep regular contact with your supervisor to enable him/her to make adjustments to the programs of your work. If necessary, you should also report any problems to him/her, such as any persons refusing to be interviewed.

The quality of information to be derived from the data is dependent on what you collect from the respondents. Make sure that you record the information which is correct to the best knowledge of the respondents.

The LCMS VI questionnaire is very detailed and may require that you visit the household more than once in order to collect all the information required on the questionnaire. If the respondents appear to be busy or ask you to come another time, then please make an appointment to complete the interview at an agreed date and time.

You must record answers neatly and legibly (**clearly**). You must also keep your survey materials and equipment clean and in good order.

You must always check your work before you hand over to your supervisor. This is known as editing.

Editing entails:-

- (i) Checking your work for completeness: There should not be any omissions.
- (ii) Checking your work for legibility: You should record answers in a clear format. The person entering the data in the computer and the person checking your work should be able to read your writing.

- (iii) Checking your work for consistency: There should be consistency between answers recorded in the various sections of the questionnaire. For example an own child of the head should not be older than the head.

After checking your work and ensuring that it is error free, then handover your work to your supervisor.

You should always write notes in the questionnaire (not in or around answer boxes but close enough to the answer) to explain peculiar or unusual situations or strange answers recorded for the purposes of your Supervisor and other persons checking your work and data entry operators to understand certain answers.

1.5. Enumerator Conduct

As an enumerator you should always be polite and try to establish good relationships with all households you are dealing with and with local authorities within the area assigned to you. You should stimulate interest in the survey so that the best information possible is obtained from the respondents.

You are not allowed to argue with respondents or rebuke them or enter into any political discussions with them. If a respondent leads you into a conversation outside your work then politely decline. If a respondent is hostile or not very cooperative with you, consult your supervisor who will solicit for cooperation from the respondent.

You must also dress appropriately when collecting data from the various households. You should always be clean and dressed in a manner accepted by the community where you are operating from.

1.6. Equipment and Materials

Each enumerator will be provided with the following:-

- | | |
|-----------------------------------|--|
| (a) Survey questionnaires | (i) Mother/baby weight scale |
| (b) Stickers | (j) Length/height board |
| (c) Pencils and erasers | (k) Carrier bag |
| (d) Pencil sharpener/razor blades | (l) Food weighing Scale |
| (e) Notebook | (m) Rain coat |
| (f) Survey badge | (n) Gum boots |
| (g) Map of your work area | (o) Mosquito net |
| (h) Letter of introduction | (p) Any other materials deemed necessary |

1.7. Organization of the Survey

The Central Statistical Office is conducting a nationwide survey on behalf of the Government of the Republic of Zambia. The Director - CSO will coordinate the activities of the survey.

The **Regional Statistician** is the head of the operations in the province responsible for ensuring that the fieldwork is conducted in the required manner. He/she will be

expected to make sure all the logistics for the field operations are in place. He/she will assist in the coordination of the survey.

The **Master Trainer** is responsible for the day-to-day running and coordination of the field exercise. This involves deploying field staff, overseeing, monitoring, editing of completed questionnaires and dispatching completed questionnaires and equipment from the field to the provincial office.

The **Supervisor** will be responsible for the day-to-day operations of the survey during fieldwork. He/she will assist the enumerator in identifying their work areas; provide them with the list of selected households and replacements where necessary. He/she will also organize the work schedule and edit their work on a daily basis. He/she will be required to conduct interviews where the enumerator is indisposed. In addition, the supervisor will also make sure that the local community leaders including local authorities, chiefs, headmen, etc are well informed about the survey.

1.8. Legal Powers and Confidentiality

This survey is being carried out under the provisions of the Census and Statistics Act, Chapter 127 of the Laws of Zambia. Under this Law, all households are obliged to give the required information on request. It is important that the respondent is made fully aware of the fact that under the same Law, information supplied shall be kept **strictly confidential** and will be used for statistical purposes only. No individual/company/organisation names or identities will be published.

By the same Act, you as a data collector **must** know that it is illegal to show, give, discuss or disclose any information you have received from the respondents to/with anybody who is not directly involved in the survey, not even a family member or a friend. If it is found that you have shown the survey documents, or in any other way, have disclosed the information contained in them to any unauthorised person, you will be liable for prosecution under the Act. In the course of your work, do not leave the questionnaires issued to you in any place where an unauthorised person may have access to them. It is your duty as an enumerator to ensure the safety and confidentiality of the questionnaires and data you collect by keeping them in a safe place always. Discuss with your supervisor or master trainer on how this can be achieved. In some instances, you may have to seek for office space e.g from a school, District Commissioner's office etc for safe keeping of the documents.

Under this Act, all persons residing in Zambia (both Zambians and non-Zambians) except for foreign diplomats accredited to Zambia (working in Embassies and High Commissions) at the time of the survey are required to provide the necessary information. However, cooperation of the people is most important for a successful survey.

Enumerators, Supervisors and all other Living Conditions Monitoring Survey officials who have not taken an Oath of Secrecy will be required to do so before a Commissioner of Oaths, before embarking on the data collection exercise. You must know that only the CSO has the sole mandate to release or publish any findings or reports resulting from this survey. As an Enumerator, you shall neither communicate to any person or other parties or entity any unpublished information and census maps

made known to you in the course of performing your duty nor use it for any purpose other than for the assignment except with written authorization by CSO. Any violation of confidentiality may lead to prosecution under the **Census and Statistics Act**.

No officer is allowed to issue any press statements or be interviewed by any official or journalist on matters concerning the Living Conditions Monitoring Survey. Only the Director of CSO is mandated to issue press or any statements. In case of any administrative or logistical matters concerning the project you should channel your communication through your Supervisors who will in turn bring your concerns to the attention of the Regional Statistician and Management.

1.9. Excluded Households from the Survey

The definition of a household given refers only to private households. Some people do not live in private households but in institutions such as schools, hospitals, prisons, army barracks, etc.

This survey will not list or enumerate persons/households living in hotels, motels, nurses' hostels, government hostels, prisons, boarding schools, colleges and universities, army barracks, national service barracks and other such institutionalised places if they do not live as households. Diplomats accredited to Zambia (working in Embassies and High Commissions) will not be enumerated.

However, persons such as doctors, nurses, wardens, managers of hostels, police, pastors etc staying with or without their families within the premises of institutions in separate houses normally cooking separately, should be treated as private households and should be enumerated in the usual manner. Ordinary workers other than diplomats working in Embassies and High Commissions will also be enumerated. Others with diplomatic status working in the UN, World Bank, etc. should be enumerated. Also to be enumerated are persons or households, who live in institutionalised places such as hostels, lodges, etc, but cook separately. Examples are persons or households living in Highland House Hostel in Lusaka. Such persons/households are to be enumerated.

Institutionalised persons will be excluded in this survey because they tend to distort the data needed for the survey. However, persons in places like boarding schools and hospitals who qualify to be usual members of a household, according to the definition, will be captured in their respective households.

1.10. The Enumeration Area

As an enumerator, you will be assigned an enumeration area in which you will do the enumeration work for the survey. Your supervisor will assign you to this area with a map or a sketch showing boundaries.

Your supervisor will take you around your enumeration area and instruct you with regard to the order in which you will carry out the enumeration. He/she will specify the order in which the localities or villages should be visited in the areas or the streets to be covered. In order for you to cover your area in an orderly manner you must follow these instructions carefully.

Since the cooperation of the people is an essential factor in the success of the survey, your supervisor will introduce you to the local, traditional leaders and other influential persons in the area to solicit their cooperation.

Before interviewing a household you are required to introduce yourself and the purpose of your visit in a polite manner. After every interview you should thank the respondent(s) and remind them of your next visit where appropriate.

1.11. Map Interpretation

You will be provided with maps showing the boundaries of your work areas (SEAs). Make sure that you identify the boundaries of your work areas so that there is complete coverage and no overlapping with other SEAs.

Natural and man-made features found on the surface of the earth are represented on the map by symbols. The features and symbols used are there to help you identify locations and the boundaries of your work area.

Details such as villages, rivers, churches, schools, railway lines, buildings, etc., are clearly shown on the map. The map will assist you to locate the enumeration area, identify your starting point and plan the best route of travel during your listing and enumeration. You should know your boundaries very well so that you do not cross into another SEA or under-enumerate your assigned work area as doing so will result in duplications and omissions.

Symbols used on the map are used to indicate certain features on the ground such as structures and roads, characteristics of the land scape and administrative boundaries. These may be in form of figures, lines or colours. All symbols used on maps are explained in the legend or key. A legend or key is a list of conventional signs and symbols which are used to depict and locate man-made features (roads, buildings, etc.) and natural features (such as rivers, hills, etc.).

The most important feature of an SEA is the boundary. This will serve as a “fence” around your work area and will help you assure complete coverage. You should be able to recognise the boundaries and locate them accurately. In all cases the boundary is actually the middle of the street or road or any feature used as boundary.

Upon arrival in the field you must orient yourself with respect to your map. Lay the map flat on the ground so that the whole map and legend is visible. Always begin orientation at a major street, road intersection or bridge that you can easily identify both on the ground and map.

After identifying the boundaries of your work area begin the listing of households.

Should you have any doubts or queries on your work area boundaries, immediately inform your supervisor so that together with the CSO mapping staff the issue can quickly be resolved.

1.12 Identification of Main Respondent

Before beginning the interview, you will need to identify who your main respondent will be. The most preferred respondent is the head of the household. The next preferred respondent is the spouse of the head of the household. In the absence of either of the two persons, find out who is the most knowledgeable member of the household, to be the main respondent. You may also find situations where the head of the household is available but refers you to another knowledgeable person within the household. This will become your main respondent.

In some cases, especially in urban areas, you will need to make appointments with the head or the spouse in order to conduct the interviews as most heads of households and/or their spouses are employed and therefore go for work. You might need to interview such households after working hours or during weekends. If for some reason your main respondent does not have all the information required, you will need to get the missing information from other household members who have it. Do not interview visitors unless they have stayed with the household for six months or more.

1.13 Beginning the Interview

The ultimate success of an interview depends on many factors, visible and invisible, often occurring before an enumerator begins the interview. It is therefore important for you as an enumerator to understand some of these factors to ensure the highest level of survey participation.

The persons you will be interviewing in the context of this exercise are individual members of a household and in some sections, only the main respondent. Keep in mind at all times that their time is precious, that they are used to or expect to deal with professional people and that they are generally reluctant to provide information on their household unless they are completely reassured that the information will be treated with the strictest confidentiality. This means that you must dress and conduct yourself professionally and be respectful of the time that the respondent allows by conducting the interview as efficiently as possible.

The first thing the respondent will want to know is who you are and what the objective of your visit is. You will have an official letter indicating who the survey sponsors are (Central Statistical Office) and the purpose of the survey.

You are expected from the onset to identify yourself by name and explain the purpose of your visit. Your starting line may be along these lines:

“Good morning Sir [Madam]. My name is [Judith Sungamano] from the Central Statistical Office. I am here to collect data on the living conditions of your household. This information will provide a good measure of the general well-being of people in Zambia ...”

Some respondents will also want to be reassured that no answer that they will provide will leak to a third party (any person not directly involved in the exercise). In such cases, state unambiguously and immediately after having stressed the importance of the respondent's participation that the Central Statistical Office (CSO) enforces the strictest confidentiality criteria when treating the information obtained from the respondents. Under no circumstances will it be possible for any third party to identify the author of a particular answer.

Despite all efforts, there will always be respondents who will have no desire whatsoever to be interviewed and cannot be swayed otherwise. But keep in mind that sometimes, what may be perceived as a flat refusal could just be a veiled request for additional assurance. Assessing when each case applies requires considerable judgment on the part of you the enumerator. If the respondent sincerely does not want to be interviewed, politely leave without any threats. Such an attitude will facilitate a second attempt by yourself or your supervisor.

1.14 Asking Questions in the Questionnaires

You should ask the questions in the way outlined below:

- **Remain neutral:** You must maintain a neutral attitude with the respondents. You must be careful that nothing in your words or manner implies criticism, surprise, approval or disapproval of either the questions asked or the respondents' answers. You can put respondents at ease with a relaxed approach and gain their confidence. The respondents' answers to the questions should be obtained with as little influence as possible from you. Do not volunteer any personal information and never share opinions with the respondent. The questions are also carefully worded to be neutral. They do not suggest that any one answer is preferable to another. When the respondent gives an ambiguous answer, never assume what the respondent means by saying something like "Oh, I see, I suppose you mean... is that right?" If you do this, very often the respondent will agree with your interpretation, even though it may not be correct. Let the respondent provide the answer.
- **Ask questions in the order presented:** Never change the order of the questions in the questionnaire. The questions follow one another in a logical sequence. Changing that sequence could alter the intention of the questionnaire. Asking a question out of sequence can affect answers you receive later in the interview.
- **Ask questions as worded:** Do not change the question. If the respondent does not seem to understand the question, simply repeat it. In order that the information from the questionnaire can produce the same measurement, each question must be asked in exactly the same way for each respondent. In some cases, the respondent may simply not be able to understand a question. If it is apparent that a respondent does not understand a question after you have repeated it using the original language, you can rephrase it in simpler

language or explain what is meant. However, you must be careful not to alter the intention of the question when doing this.

Avoid showing the questions to the respondent: Respondents can be influenced by knowing what questions are coming next or by seeing the answer categories, which are not asked with the questions.

CHAPTER 2: LISTING PROCEDURES

2.0. Introduction

The Central Statistical Office has demarcated the entire country into Standard Enumeration Areas (SEAs) within the administrative boundaries of provinces, districts, constituencies and wards. The demarcation of the country into SEAs is undertaken every two to three years before a census of population and housing. A population census takes place every ten years. The last population census for Zambia was in the year 2000 and the next one is earmarked for the year 2010.

The demarcation of the country into SEAs is meant to have standardised work areas for the collection of data by enumerators during the various censuses and surveys that CSO undertakes.

The list of SEAs also forms the frame upon which the sampling for the various surveys that CSO undertakes is done. The frame of the SEAs also provides the basis of data provision at the lowest level of disaggregation.

You will be assigned two (2) work areas (SEAs) during the Living Conditions Monitoring Survey (LCMS) where you will carry out your listing and actual enumeration. Your supervisor will show you the work areas.

This survey will be done in two (2) stages. The first stage will involve listing all the households in the Standard Enumeration Areas assigned to you.

The second stage will involve canvassing the main questionnaire. This should be done to households selected from the listing done in the first stage. Canvassing is a systematic search of an SEA, one section at a time. It involves searching every block, street or road for all places where people live or could live. A complete and systematic canvass of your area is essential to make certain that you locate every building and every housing unit in your work area. Designing your route of travel before you start work is therefore very essential.

At the time of listing you will be required to fill in the identification and other particulars on the front page of the listing booklet. Inside the booklet you will be required to fill in the Household Number (HHN), name of locality or village, name of the household head, sex of the household head and the number of usual members of the household by sex and other particulars required in the listing booklets.

The listing booklet is designed in such a way that the same set of questions are repeated. This is done so as to have all the listing information for a particular SEA in one booklet as much as possible.

Each row (for one set of questions) is meant for one household. After exhausting 15 rows, move on to the next set and continue listing the households. In most cases, one booklet will suffice to list all households in an SEA, but should you need to use more than one listing booklet, number them accordingly on the top right hand corner of

the cover page. For example if only one listing booklet was used. That booklet will be numbered, Listing Form no: 1 of 1.

If you used two booklets to list all the households in an SEA then the first to be filled will be numbered; Listing Form no. 1 of 2, and the second one; 2 of 2 and if you use three booklets, they will be numbered as Listing Form no. 1 of 3, 2 of 3 and the third one as 3 of 3.

The second digit informs your supervisor and other people checking your work as well as the data entry operator about the total number of listing booklets that were used in the SEA.

2.1. Identification Particulars

For Province, District and Constituency, write down the appropriate names and code numbers. The code numbers are found in the appendices. For CSA and SEA write down the code numbers only. Also indicate whether the SEA is rural or urban using the information provided to you by your supervisor. In the event that you come across an SEA which looks to be urban, but is pre-classified as rural by your supervisor, you **MUST** quickly communicate to your supervisor, who will communicate to the Master Trainer for appropriate action.

2.2. Summary of the SEA

Add up the total numbers of households in the SEA whether they are non-contacts or not. Add up the total number of households who refuse to be listed and non-contact households. A household is non-contact if they are temporarily away at the time of the enumeration. Those who have moved permanently (vacants) are not to be counted as households of the SEA.

Also add up the total number of persons residing in the entire SEA and write the totals for male and female.

2.3. Sampling Particulars

Items 20-36 will be filled-in by your supervisor unless he/she is not available in which case whoever selects the sample will fill-in the information.

Each SEA will have its own random start selected depending on the total number of households (N) assigned Sampling serial numbers in each SEA. In Rural SEAs each SEA will have three different random starts for the three strata; small scale, medium scale, and non-agricultural.

The large scale stratum will not have a random start as all identified large scale farmers will be enumerated. Details of how random starts will be established is explained in **Item 2.5** of this Chapter.

The number of households to be selected and enumerated must be 25 in urban SEA's and at least 15 in rural SEA's (will be more if there are large scale farmers).

You should show dates when listing started and when it ended, and also indicate your name where it says 'enumerator's name'. The supervisor needs to write his/her name and date of final checking of the listing sheets.

2.4. LISTING OF HOUSEHOLDS

You are required to list **all** households residing in your assigned Standard Enumeration Area (SEA) whether they are non-contacts, refusals, or partially responding households in order for the survey co-ordinators to know the total number of households residing in an SEA. However, only fully responding households will be assigned sampling serial numbers. Standard Enumeration Areas (SEAs) are geographically demarcated areas by Central Statistical Office specifically for purposes of conducting censuses and surveys. They have in most cases clearly identifiable boundaries using land physical features such as roads, rivers, powerlines, rail-lines, etc. Every household in your assigned work area must be listed according to the instructions that will be provided in this section.

Below are the detailed instructions on how you will do the listing:

- I. You will visit every building/structure whether residential or non-residential in order to find out if there are any households residing in them.
- II. The listing of households will be done in a systematic and meandering/serpentine manner within the SEA. Meandering means moving like a snake and sweeping all the land area of your SEA, visiting every street/path, open space, building and village (for rural areas) until you cover the whole land area of your SEA. This method is also similar to the way sweeping is done for those who remove land mines (Trainer demonstrate on the board/flip chart how this will be done within an SEA).
- III. For both rural and urban areas, you will list all the households in the SEAs allocated to you in a systematic manner. You should follow along a main road and list all the households along one side of the road. Remember to follow any road that branches off the main road and list all households on each side of the road and then come back to the main road and follow the main road again until you come to another road that branches off and so on. When you reach the end of the main road, cross over to the other side of the road if it falls within your work area and conduct your listing in a similar manner. You should follow a 'move forward' type of system instead of listing households haphazardly. This will ensure that all households in the SEA are listed.
- IV. In rural areas, every village and road or path must be visited in order to locate households. The order could even be zig-zag. This order is meant to make sure that households of different characteristics within the SEA have a fair chance of selection because households of similar characteristics tend to be located in the same part of the SEA. In most cases, you will find that there are no regular roads. Make sure you follow all footpaths. Your movements must be in a manner that will enable you and your supervisor

trace all the households that you listed in case of call-backs. When you finish listing a given rural area or village, probe from the people/villagers if there is any area/village beyond theirs.

- V. Within your enumeration area you will give a unique serial number to each household as you continue to list. This number will run serially in each enumeration area. The number will be in four digits, starting with 0001, followed by 0002, 0003, and so on. No two households in your enumeration area will have the same number. This will be different from other types of numbers already existing, such as house number, plot number, stand number, flat number, etc. The idea is to make sure that all the households in your area have been covered.

Item 1: HOUSEHOLD NUMBER (HHN)

Household: A household is a group of persons who normally cook, eat and live together. These people may or may not be related by blood, but make common provision for food or other essentials for living and they have only one person whom they all regard as the head of household. Such people are called members of the household.

A household will thus include servants and farm-hands who normally live and eat with other members of the household. There are situations where people eat together and even sleep under one roof, but have different persons whom they regard as head. These should be considered as belonging to separate households. There can also be one member households where a person makes provisions for his/her own food or other essentials for living. Such a person is the head of his/her own household.

Each household will be given its own household number. Each household within a housing unit will be given a four-digit serial number 0001,0002,0003,0004, etc. When listing households in your SEA, ensure that every building and structure in the SEA is visited and find out whether or not there are people living there. This means that you will visit both residential and non-residential buildings such as school buildings, office buildings, shops, markets, streets, etc. This will ensure that you cover all households residing in the SEA. And please note that not all households reside in conventional accommodation such as houses, traditional hut, flats (apartments), etc. Some households live in unconventional accommodation such as classrooms, shops, market stalls, street corridors, etc. These have to be listed and enumerated also, as long as they qualify to be households.

Housing Unit: For the purpose of this survey any structure which is inhabited by a household at the time of the survey will be treated as a housing unit.

A housing unit is an independent place of abode intended for habitation by one household. It should have direct access to the outside such that the occupants can come in and go out without passing through anybody else's premises. The housing unit should have at least one door which directly leads to the outside into the open or into a public corridor or hallway. Structures

which are not intended for habitation such as garages and barns, classrooms etc.,but are occupied as living quarters by one or more households at the time of the survey will also be treated as housing units. Although a housing unit is intended for habitation by one household it may be occupied at the time of enumeration by one or more households or it may even be vacant.

Examples of a housing unit

- (i) A single flat within a block of flats. The block of flats as whole is a building. But all the flats in the block of flats are each a housing unit.
- (ii) In mostly rural areas, a group of huts belonging to one household should be considered as one housing unit.
- (iii) If you find several huts belonging to different households on the same premises, allocate a different housing unit number to each group of huts belonging to one household. This means you need to identify the households first.
- (iv) A single house with or without separate kitchen, toilet, garage, etc constitutes one housing unit.
- (v) A part of a non-residential structure e.g. a unit which is on top or behind or adjacent to a shop, garage, etc but is occupied as a dwelling is one housing unit.

Shared Accomodation: If two or more persons/families share accomodation such as sharing one apartment or house or even non-residential accomodation such as a classroom, and share the cost of food and/or other items, they are to be considered as one household. But if they do not make common provisions for food they are to be considered as separate households.

Polygamous Households:

Example 1:

A man married to several wives each living with her children in separate houses or group of houses should be regarded as separate households if each wife cooks and eats meals separately. In this case, even if they sometimes eat together, the fact remains that the wives are running separate households. Therefore, treat them as different households. Assign the husband as head to only one wife - most senior wife.

Example 2:

A man married to several wives each living with her children in a separate house or group of houses should be regarded as one household if all those wives cook and eat together.

Item 2: NAME OF LOCALITY OR VILLAGE

Write down the name of the township, compound or village where the household is located. Some examples of a localities include Northmead in Lusaka, Kansenshi in Ndola, Kapata compound in Ndola and Chishiko village in Chongwe.

Item 3: NAME OF HEAD OF HOUSEHOLD

Ask for the name of the head of the household and record it.

Head of Household: This will be the person all members of the household regard as the head. He/she is the one who normally makes day-to-day decisions governing the running of the household. In most cases this will be the husband/father in the household. But not in all cases. In cases of one member households, the member will be the head of the household. The head of the household can either be male or female.

Note that the main respondent will not necessarily be the head of the household. In many of the households you will visit, the head of household will also be the main respondent, that is, the one giving most of the information. But any knowledgeable member of the household can be a respondent. A respondent who is not the head of the household can answer the questions on behalf of the head of household if the head of the household is not there at the time of interview.

REMEMBER A PERSON DOES NOT BECOME THE HEAD OF A HOUSEHOLD SIMPLY BECAUSE HE/SHE IS THE MAIN RESPONDENT.

In cases of shared accommodation and the persons or families sharing have been classified by you as separate households you have to find out who the heads of the separate households are.

If they are classified as one household, take the oldest person as head if the household members themselves cannot identify or consider one person as being the head.

Item 4: SEX OF HEAD

Record the sex of the head of household, code 1 for male and code 2 for female. Always confirm the sex of a person before recording since there are many names that are unisex. For example, in Bemba language, Bwalya can be a name for a male or female.

Items 5-7: NUMBER OF USUAL HOUSEHOLD MEMBERS

This survey will use the de jure ('usual') system of enumeration as opposed to de facto ('as of previous night') system.

Usual Member of Household: For the purposes of this survey a usual household member is one who has been continuously living with a household for at least six months. He/she may or may not be related to the other household members by blood or marriage, and may be a house helper or labourer. A usual household member normally lives together with other household members in one house or closely related premises and takes his/her meals from the same kitchen.

Newly married couples are to be regarded as usual members of the households even if one or both of them has been in the household for less than six months.

Newly born babies of usual members of a household should be included as usual members of that household.

Members of the household who are at boarding schools, colleges and universities within Zambia or any other persons temporarily away from the household who normally live and eat there such as persons temporarily away for seasonal work, because of illness, attending funerals, giving birth, visiting relatives or friends have to be included in the list of usual members of the household. Any other persons who have spent at least six months with the household have to be included as usual members of the household. Other persons such as servants and lodgers who are part of this household must be taken as usual members.

Usual members of the household who have been continuously living outside the household for more than six (6) months e.g. someone abroad for studies for more than six months should **not** be included as a member of the household.

Add up all the usual members of the household and write the total number in the column indicated 'Total'. Then find out how many of those usual members of the household are male and how many are female and record the answer in the appropriate columns. Be certain to include the head of the household, the aged, and babies in the number recorded. These tend to be left out.

Question 8: DID ANY MEMBER OF THIS HOUSEHOLD OR ANYBODY ON THEIR BEHALF GROW ANY CROPS IN THE 2008/09 AGRICULTURAL SEASON?

The 2008/09 agricultural season refers to the period 1st October 2008 up to 30th September, 2009.

These activities should only be for those being done in Zambia. If the activities are done outside Zambia, do not record them here.

Crops include fruits, vegetables, and other crops such as maize, beans, groundnuts, cotton, seed and so on. Growing of fruits refers to organised orchards. To get area under fruit; record the size of the orchard/s.

Backyard/Kitchen/Dambo gardens are excluded from agricultural activity if they are mainly for household consumption. But if they are mainly for commercial purposes then include them.

For the purpose of this survey; both active involvement in the growing of own crops, and growing done by others but on the behalf of the listed household are to be included. The idea is to capture all the sources of income or livelihood of the household regardless of location or management of the source within Zambia. In other words, the household does not necessarily have to physically grow crops as

long as the activities are accruing to them. The above qualifications refers also to ownership of livestock and poultry.

Questions 9-12: WHAT WAS THE TOTAL AREA UNDER CROP FOR ALL HOUSEHOLD MEMBERS COMBINED?

Record the total size of the cultivated area under crop for all members of the household and for all crops. Be sure to add only areas where crops were actually grown and not where crops were intended to be grown but not actually grown. Also be certain to add up the total area where crops were grown for this household even if they are managed by non-members of the household elsewhere. You should be mindful that the respondent does not give you the total area that they own. Our interest here is just the land on which crops were planted.

The size of the area is to be recorded in one of the units indicated on the listing form depending on the units given by the respondent. Be sure to probe when respondent gives area in hectare. They may actually mean acre. Area may be recorded in one or more of the given units by one household.

Ask respondent for the total area of all the fields. Add up the areas reported for all the fields for all the members of the household and record the total area in the boxes provided. It is very important to get the correct total area under crop as this will be used also for sampling purposes. Begin by asking the respondent if there are any members of the household who carried out some agricultural activities whether by themselves or done by other people on their behalf. Then ask the respondent to give you the total land area under crop, field by field, and for each household member, whether managed by them or not.

For household members who give you the area under crop in HECTARES, record in column 9. If you are given the size of the area in ACRES, record in column 10, and for those who give you in LIMA, record in column 11. However, for classification purposes, we will need the total area under crop to be in one unit, that is, HECTARES. Therefore, if for one household, you are also given the area under crop in acres or lima, or both, convert the ACRES and/or LIMA, to HECTARES and then add the figure in column 9 to get the total area under crop. This should be done in your note book. Record the results from your note book in column 12 (Total area under crop in hectares).

If a household is managing a farm or growing crops on behalf of other households – exclude the area on which such crops are planted.

Question 13-20: OWNERSHIP AND CUMMULATIVE STOCKS OF LIVESTOCK

Ownership refers to all livestock owned by all members of the household regardless of where they are raised. That means include livestock owned by the household but are raised by somebody else other than the member of the household. Exclude livestock which the household raises on behalf of others. Record the number owned as at survey date.

Beef Cattle: Record the total number of cattle owned by the household which are raised specifically for beef. This also includes traditional cattle which are raised commercially. However, this does not include traditional cattle even if they are sold once in a while for beef. If a household owns only traditional cattle and/or dairy cattle enter a zero in this column. The main difference between beef and traditional cattle is the style or type of management, for example, the type of feed that is fed to the cattle.

Dairy Cattle: Record the total number of cattle owned by the household which are raised specifically for milk production. This also does not include traditional cattle even if they produce milk. Enter a zero if none are owned.

Other Cattle: Record the total number of any other cattle owned by the household other than beef or dairy.

Goats and Sheep: Record the total number of goats and sheep of any kind owned by the household.

Pigs:

Exotic Pigs: Record the total number of pigs other than traditional, owned by the household. Exotic pigs are usually raised for commercial purposes for meat and other pork products such as polony and sausages.

Other Pigs: Record the total number of any other pigs other than exotic pigs owned by the household.

Question 21 - 28: OWNERSHIP AND CUMMULATIVE STOCKS OF POULTRY?

Ownership refers to all poultry owned by all members of the household regardless of where they are raised. That means include poultry owned by the household but are raised by somebody else other than the member of the household.

HYBRID CHICKENS

Broilers: Record the total number of broilers (chickens raised for meat), owned by the household, cumulatively over the 12 months prior to the survey. That is, add up the total number of broilers raised by the household or raised on their behalf in the twelve months period prior to the survey.

Layers: Record the total number of layers (chickens raised for eggs for sale), owned by the household, cumulatively over the 12 months period prior to the survey. That is, add up the total number of layers raised by the household or raised on their behalf in the twelve months period prior to the survey.

Parent Stock of Poultry: These are special type of chickens used for breeding purposes and are produced under very sophisticated conditions. Record number owned by the household on an cumulative basis during the 12 months period prior to the survey.

Other hybrid chickens: Included in this category are household who rear day old chicks. These are to be classified as large scale farmers.

OTHER CHICKENS: Record the total number of chicken other than broilers and layers owned by the household on a cumulative basis during the 12 months period prior to the survey, for example, village chicken. Regardless of the different types of chickens that the household may own, you will add them up.

OTHER POULTRY: Refers to other poultry other than chicken such as ducks, guinea fowls, geese, turkeys, pigeons, and rabbits. Record the total number of any such other poultry owned by the household accumulative during the 12 months period prior to the survey.

Question 29: DOES ANY MEMBER OF THIS HOUSEHOLD OR ANYBODY ON THEIR BEHALF DO SOME FISH FARMING?

Fish farming refers to the breeding of fish and not catching of fish. It refers to a situation where the household has dug out ponds and rears fish in them for consumption and/or sale.

Question 30: HOW MANY FISH PONDS ARE OWNED BY THE HOUSEHOLD IN TOTAL

Record the total number of fish ponds that the household owns even if they are managed by others.

Question 31 - 35: SAMPLING SERIAL NUMBERS

Remember, households in rural areas are classified as small scale, medium scale, large scale and or non-agricultural households. In column 31, 32, 33 and 34, record the sampling serial numbers for small scale, medium scale, large scale and or non-agricultural households respectively. Record the sampling serial numbers for urban households in column 35.

STICKERS

In order to identify the household in a structure a special sticker should be pasted on top of the main door of each structure after the household has been listed. This means that stickers should be pasted on all buildings/structures. This slip will be marked with province name and code, district name and code, ward name and code, CSA number, SEA number and household number (HHN).

For buildings with more than one household, each household in the building should have a sticker.

If there are several households living in one building with one main entrance - you can indicate the range of household numbers on the main door, e.g. 0010- 0015 and then paste individual stickers inside the building on the main door of each household.

Non-residential buildings with no households living in them, should also have stickers pasted on them and province, district, ward, CSA and SEA identification particulars written on them but the household number should be zeros.

Residential buildings with no households living in them will also have province, district, ward, CSA and SEA identification particulars written on them but the household number should be zeros.

The Sticker for LCMS VI looks like this:

| | | | |
|--|----------------------|----------------------|----------------------|
| CENTRAL STATISTICS OFFICE LIVING CONDITIONS MONITORING SURVEY VI (LCMS VI - 2010) | | | |
| PROVINCE:..... | | | <input type="text"/> |
| DISTRICT:..... | | <input type="text"/> | <input type="text"/> |
| CONSTITUENCY:..... | | <input type="text"/> | <input type="text"/> |
| WARD: | | <input type="text"/> | <input type="text"/> |
| CSA No: | <input type="text"/> | SEA No: | <input type="text"/> |
| HOUSEHOLD NUMBER | | | |
| FROM | <input type="text"/> | TO | <input type="text"/> |

2.5. Sampling Procedure

As mentioned earlier the Living Conditions Monitoring Survey will cover about 1,000 SEAs and approximately 20,000 households in total (throughout the country). After an enumerator has listed all the households residing in an SEA (using the listing booklet), your task as a supervisor is to select a sample of households, which will be interviewed in detail using the main questionnaire. Details of how the sample households will be selected are provided below.

Before selecting the sample of households, ensure that all the households residing in the SEA are listed by physically checking. Ensure that the enumerator keeps within the boundaries of the SEA and has listed all the households completely. Do not wait until all the SEAs under your supervision are listed before selecting households. Select the sample households as soon as an SEA is listed (after supervising the listing exercise).

For rural SEAs you should select approximately 15 households. In urban SEAs you should select 25 households.

The rural households should be selected in the following manner:

- (a) 7 households will be selected from a stratum of small-scale agricultural households.
- (b) 5 households will be selected from a stratum of medium scale agricultural households
- (c) In the case of large-scale agricultural households, selection will be done on a 100 percent basis, i.e. all large-scale farmers identified in an SEA should be enumerated.
- (d) 3 households will be selected from a stratum of non-agricultural households.

HOUSEHOLDS NOT TO BE ASSIGNED SAMPLING SERIAL NUMBERS

In both urban and rural SEAs the following should not be assigned sampling serial numbers: -

1. Non-contacts.
2. Refusals
3. Partially responding households

However, households that have not given full information but have provided all the stratification variables (area under crop,) and the head of the household can be identified, should be assigned sampling serial numbers.

STRATIFICATION OF HOUSEHOLDS IN RURAL SEAs

In the listing form information on whether a household engages in agriculture or not will be collected. For agricultural households information will be collected on total area under crop, number of livestock owned by type and number of poultry owned by type.

Based on the above information, rural households will be stratified into the 4 strata as mentioned above.

Small-Scale Agricultural Households must satisfy the following criteria:-

(i) Area criterion:

- Total area under crops of less than 5 hectares.

(ii) Livestock criterion:

- If they own dairy cows they should be less than 5 in number.
- Does not own any beef cattle.
- Does not own any exotic pigs.

(iii) Poultry criterion:

- Does not own any broilers, and has not raised any in the last 12 months prior to the survey.
- Does not own any layers, and has not raised any in the last 12 months prior to the survey.

Medium Scale Agricultural Households must satisfy the following criteria:-

(i) Area criterion:

- Total area under crops has to be between 5 and less than 20 hectares.

(ii) Livestock criterion:

- If they own dairy cattle, they should be between 5 and 20 in number, 5 and 20 included.
- If they own beef cattle, the number should be less than or equal to 50.
- If they own exotic pigs, the number should be less than 10.

(iii) Poultry criterion:

- If they own broilers, they should have raised less than 6,000 broilers in the last 12 months prior to the survey (accumulatively).
- If they own layers, they should have raised less than 1,000 layers in the last 12 months prior to the survey (accumulatively).

Large scale agricultural households should satisfy the following criteria:-

(i) Area criterion:

- If engaged in crop growing, they should have a cropped area of 20 hectares or more.

(ii) Livestock criterion:

- If dairy cows are owned, the number should be more than 20.
- If they own beef cattle, the number should be more than 50.
- If they own exotic pigs, the number should be at least 10.

(iii) Poultry criterion:

- If they own broilers, the number raised in the twelve months period prior to the survey should be at least 6,000 in number.

- If they own layers, the number raised in the twelve months period prior to the survey should be at least 1,000 in number.
- If they produce any day old chicks, regardless of number.
- If they produce any poultry parent stock, regardless of number.

Non-agricultural households are any households that are not engaged in any agricultural activities, that is, the households neither grow Crops, own poultry, own livestock nor engage in any fish-farming.

SUMMARY OF RURAL HOUSEHOLDS CLASSIFICATION:

| Criterion | Stratum | | | |
|-------------------------|----------------------|----------------------|---------------------|-----------------------------|
| | Small Scale Farmers | Medium Scale Farmers | Large Scale Farmers | Non-Agricultural Households |
| Area under crop | Less than 5 hectares | 5 – 19.9 hectares | 20 hectares or more | None |
| Livestock | | 5 – 20 (inclusive) | | None |
| Dairy cows | | 1-50 | More than 20 | None |
| Beef cattle | Less than 5 | 1-9 | More than 50 | None |
| Exotic pigs | None | | 10 or more | None |
| Poultry | | | | |
| Broilers | | Less than 6,000. | | None |
| Layers | None | Less than 1,000 | 6,000 or more | None |
| <u>Day old chicks</u> | None | <u>None</u> | 1,000 or more | <u>None</u> |
| Parent stock of Poultry | <u>None</u> | None | <u>Any number</u> | None |
| | None | | <u>Any number</u> | |

On the sample sheet below, 10 households are listed. The list includes both agricultural and non-agricultural households. The type of agricultural activity each listed household is engaged in, has been shown for those engaged in agricultural activities. Using the described classification procedure, each of the 10 households has been allocated a sampling serial number according to the appropriate farm category, i.e. small, medium, large-scale and non-agricultural.

EXAMPLE 1:

| Household number | Area under crop | Livestock | | | | | | Poultry | | | | | | Sampling Serial Number | | | |
|------------------|-----------------|-----------|-------|-------|-------|-------|-------------|----------|--------|-------------------------|----------------|-----------------|---|------------------------|----|----|----|
| | | Cattle | | | Goats | Sheep | Exotic pigs | Broilers | Layers | Parent stock of poultry | Other Chickens | Ducks and Geese | Other Poultry (Rabbits, Guinea Fowls, Turkeys Pigeons, etc) | SS | MS | LS | NG |
| | | Beef | Dairy | Other | | | | | | | | | | | | | |
| Column | 12-14 | 16 | 17 | 18 | 19 | 20 | 21 | 24 | 25 | 26 | 27 | 28 | 29 | 33 | 34 | 35 | 36 |
| 0001 | 5 acres | | 6 | | | | | 10 | | | | | | | 1 | | |
| 0002 | 1 lima, 1 acre | | | | | | | | 1500 | | | | | | | 1 | |
| 0003 | 20 ha | | | | | | | | 100 | | | | | | | 2 | |
| 0004 | 1 ha | | | 70 | | | 25 | | | | | | 900 | | | 3 | |
| 0005 | 5 lima, 1ha | | | 190 | | | | | | | | | 50 | 1 | | | |
| 0006 | 2 lima | | | | | | | 40 | | | | | | | 2 | | |
| 0007 | non-agric hh | | | | | | | | | | | | | | | | 1 |
| 0008 | 4ha, 3 acres | | | | | | 10 | 1000 | | | | | | | | 4 | |
| 0009 | 9ha, 5 acres | | | 50 | | | 20 | 400 | | | | | | | | 5 | |
| 0010 | 3 acres | | 6 | | | | | | | | | | | | 3 | | |

Note:

A household should be stratified according to the highest values on the classification criterion. For example, a household could pass as small-scale on the area criterion yet be medium-scale on the livestock criterion.

Such a household should be stratified on the higher scale of medium scale farmers.

Area under crops should all be converted into hectares and added together for a particular household to help with identifying the scale of farming.

- SS = Small Scale Farmers
- MS = Medium Scale Farmers
- LS = Large Scale Farmers
- NG = Non Agricultural households

EXAMPLE 2:

| Household Number | Area under crop | Livestock | | | | | | Poultry | | | | | | Sampling Serial Number | | | |
|------------------|---------------------|-----------|-------|-------|-------|-------|-------------|----------|--------|-------------------------|----------------|-----------------|--|------------------------|----|----|----|
| | | Cattle | | | Goats | Sheep | Exotic pigs | Broilers | Layers | Parent stock of poultry | Other chickens | Ducks and Geese | Other poultry (rabbits, guinea fowls, turkeys pigeons.etc) | SS | MS | LS | NG |
| | | Beef | Dairy | Other | | | | | | | | | | | | | |
| Column | 12-14 | 16 | 17 | 18 | 19 | 20 | 21 | 24 | 25 | 26 | 27 | 28 | 29 | 33 | 34 | 35 | 36 |
| 0100 | 1ha, 5 acres, 1lima | | | 100 | | 10 | 5 | 6000 | | | | | | | | | |

This household is to be classified as follows:

(i) Area under crop: -

The household has 1ha + 5 acres + 1 lima. This equals 1 ha + 2 ha + 0.25 ha = 3.275 ha using the following conversion rule:

1 lima = 0.25 hectares

4 limas = 1 hectare

1 acre = 0.405 hectares

2.5 acres = 1 hectare

Conclusion: 3.25 ha is less than 5 ha = small-scale agricultural household.

(ii) Livestock: -

- The household has only 'other cattle'. This implies small scale farming.
- Sheep is not used as a classification criteria.
- The number of exotic pigs equals medium scale farming.

Conclusion: The household has exotic pigs, but the number is less than 10 = Medium sized agricultural household.

(iii) Poultry criterion: -

- The household has owned and raised 6,000 broilers in the last 12 months prior to the survey.

Conclusion: 6 000 broilers = Large scale agricultural household.

Overall classification:

- Area under crop = small scale
- Livestock = medium scale
- Poultry = large scale

Conclusion: This household is to be stratified as a large scale agricultural household.

If a household only engages in game ranching, they should not be classified as an agricultural household but as non-agricultural. Also note that those household that only own 'other livestock' or 'other poultry' are to be classified as small scale, regardless of the number of livestock or poultry.

Steps to follow in the Sample Selection

In order to avoid achieving a different sample size from the expected one, we have adopted the **CIRCULAR SYSTEMATIC SAMPLING** procedure. We will assume that the listing of households will be in a circle. We will assume the following relationship:

$$N = nK$$

Where, N is the total number of households that are assigned sampling serial numbers in a Standard Enumeration Area in urban areas, and stratum total in rural areas, and n is the sample size in a given SEA, 25 in urban SEAs or the number in a given stratum in rural SEAs (see c. Sampling procedure for the number of household per stratum per SEA

in rural SEAs), and K is the sampling interval which we will calculate from this relationship, that is:

$$K=N/n$$

Each time you calculate this sampling interval, you must round it off to the nearest whole number, that is, you just take the integer part. Ignore the decimal points. E.g. 25.8 = 25.

In urban SEAs assign sampling serial numbers in ascending numbers from the first household listed. Start with 1. Use the last column in the Listing Form.

In rural SEAs, assign sampling serial numbers in ascending order for each stratum separately, and start with 1 for each stratum. Enter the sampling serial number in the appropriate column in the Listing Form.

1. Get N. In urban areas, N is the total number of households assigned sampling serial numbers in the SEA. In the rural areas N is equal to the total number of households assigned sampling serial numbers in each of the 3 strata, small scale, medium scale and non-agricultural.
2. Calculate K. In urban households, $K = N/25$. In rural areas, 3 different K's have to be calculated. For small-scale farming households, $K = N/7$, for medium scale farming households, $K = N/5$, for non-agricultural rural households, $K = N/3$. Remember however, that all large-scale farming households residing in the sample SEAs are to be included in the sample; hence there is no need to go through any selection procedure for this stratum.
3. Get the random start using the random numbers table (see Appendix). Make sure that this number is between 1 and N. The household whose serial number will correspond to this number is the first selected household.
4. Continue to select households by adding K (sampling interval) to the serial number of each selected household until you achieve your 'n'.

The random numbers should be selected as follows: -

- Select the random number between 1 and N from the first column if the N is a single digit number, from the first two columns if the N is a two digit number, from the first three columns if it's a three digit number, or from the first four columns if N is a four digit number. Go down the columns (appropriately) until you get the random number between 1 and N.
- After selecting the random number for one SEA, you should continue down the columns to select the random start for the next SEA. Continue selecting your random starts for your SEAs/Strata from where you left off last time until all the samples are selected. When you reach the end of one set of columns, continue on another set.

In those rural SEAs where the total number of households in a particular stratum is less than 'n', the number of households you are supposed to select, you shall select the shortfall from the nearest stratum. For example, you are supposed to select 7 households from the 'small-scale' stratum, but the total number of households in that stratum is only 5, you should select 2 extra households from the 'medium-scale' stratum in order to get the required number. If N is equal to 'n', then select all the households in the stratum. If 'n' is short in the small-scale stratum, select the shortfall from the medium scale stratum. If 'n' is short in the medium scale stratum, select the shortfall from the small scale. If 'n' is short in the non-agricultural, select the shortfall from the small-scale stratum. When the total number of households in a stratum is less than 'n', the required sample size, you should likewise calculate the Sampling Interval (K) accordingly for the stratum whose 'n' has increased. In the example above, the sampling interval for the medium scale stratum will be $K=N/7$ instead of $N/5$.

When selecting replacement households, select by adding the K (sampling interval) to the last selected household. If this method ends up with selecting an already selected household – select the replacement household/s by choosing another random number between 1 and N and the number corresponding to the random number is the selected replacement household.

Replacing Selected Households:

The following conditions apply for replacing selected households:

- (a) Vacant - a household that was listed has permanently moved.
- (b) New household - moving into a housing unit that was occupied by a listed household.
- (c) Non-contacts - cannot get hold of the household after a number of attempts, that is, atleast 3 attempts.
- (d) Refusals - household refuses to be enumerated (after a number of attempts).
- (e) Dwelling not found - cannot locate dwelling after a household has been selected.
- (f) Partially responding Households.

CHAPTER 3: ENUMERATION

3.0. Questionnaire Construction Conventions: -

There were general rules that were used in constructing the questionnaire. It is important to understand these rules before you carry out your duties.

- For most questions a fixed number of categories and a box for codes are given. The appropriate answer category should be put in the registration box as shown below: -

Example 1

Question 5 (Section 1) Is..... male or female?

If the answer is Male, a 1 will be recorded in the answer box as below: -

| | |
|---------------|-------------|
| MALE.....1 | CODE |
| FEMALE2 | 1 |

- The questions that you should ask the respondent are written in small letters, while instructions to you are written in capital letters. Also, whenever you find a shaded area, this will contain an instruction to you. This is done to make it easier for you to distinguish between the actual questions and other information in the questionnaire. Answer categories written in small letters should be read out while those in capital letters should not be read out.
- Skip instructions:** >> after an answer category means one should skip to the question or section indicated after the skip sign.

Example 2

Question 1 (Section 3) Has ... been sick or injured during the last two weeks?

| | |
|--------------------------|-------------|
| YES SICK.....1 | CODE |
| YES INJURED.....2 >> Q3 | 2 |
| YES BOTH.....3 | |
| NO.....4 | |
| DON'T KNOW.....5 } >> Q9 | |

In this example if the person has not been sick or injured in the last two weeks you should record the answer category 4 or 5 and then skip to the Q9.

- All amounts/quantities in figures should be right justified with a leading zero (0) and an arrow as shown below: -.

| | | | | | | |
|---|---|---|---|---|---|-------------------------------|
| 0 | — | → | 3 | 4 | 5 | [IF THE ANSWER WAS E.G. K345] |
|---|---|---|---|---|---|-------------------------------|

| | | | | | | |
|---|--|--|--|--|--|---|
| 0 | | | | | | → |
|---|--|--|--|--|--|---|

[FOR NONE]

3.1. Some Important Concepts and Definitions

There are some basic concepts that you will need to understand in order to carry out your duties as required. They are concepts that you will be using everyday of your work period. Take sometime to understand them carefully as any misinterpretation may completely derail the meaning of the survey.

Household and Household Number (HHN): The LCMS VI is a household-based survey. This means the household is the basic unit of analysis and interest. You have to have a deep understanding of the meaning of the household

Household: A household is a group of persons who normally cook, eat and live together. These people may or may not be related by blood, but make common provision for food or other essentials for living and they have only one person whom they all regard as the head of the household. Such people are called members of the household.

A household will thus include servants and farm hands who normally live and eat with other members of the household. There are situations where people eat together and even sleep under one roof, but have different persons whom they regard as head. These should be considered as belonging to separate households. There can also be one-member households where a person makes provisions for his/her own food or other essentials for living. Such a person is the head of his/her own household

Each household will be given its own household number. Each household within a housing unit will be given a four digit serial number 0001, 0002, 0003, 0004, etc. When listing households in your SEA, ensure that every building and structure in the SEA is visited and find out whether or not there are people living there. This means that you will visit both residential and non-residential buildings such as school buildings, office buildings, shops, markets, streets, etc. This will ensure that you cover all households residing in the SEA. And please note that not all households reside in conventional accommodation such as houses, traditional hut, flats (apartments), etc. Some households live in stalls, street corridors, etc. These have to be listed and enumerated also, as long as they qualify to be households.

Housing Unit: A housing unit is an independent place of abode intended for habitation by one household. It should have direct access to the outside such that the occupants can come in and go out without passing through anybody else's premises. The housing unit should have at least one door, which directly leads to the outside in to the open or into public corridor or hallway. Structures which are not intended for habitation such as garages, barns, classrooms, etc. but are occupied as living quarters by one or more households at the time of the survey will also be treated as housing units. Although a housing unit is intended for habitation by one household it may be occupied at the time of enumeration by one or more households or it may even be vacant.

Shared Accommodation: If two or more persons/families share accommodation such as sharing one apartment or house or even non-residential accommodation such as a classroom, and share the cost of food and/or other items, they are to be considered as one household. But if they do not make common provisions for food they are to be considered as separate households.

Polygamous Households

The term **polygamy** could be defined as any form of marriage in which a person has more than one spouse. However, polygamy mostly involves one man having multiple wives. It therefore follows that a polygamous household is a household where the head is married to two or more spouses, or the head (in case of female headed household) is part of a polygamous marriage. Below are examples of how you should treat such households.

Example 1:

A man married to several wives each living with her children in separate houses or group of houses should be regarded as separate households if each wife cooks and eats meals separately. In this case, even if they sometimes eat together, the fact remains that the wives are running separate households. Therefore, treat them as different households. Assign the husband as head to only one wife – most senior wife.

Example 2:

A man married to several wives each living with her children in a separate house or group of houses should be regarded as one household if all those wives cook and eat together.

Head of Household

This will be the person all members of the household regard as the head. He/she is the one who normally makes day-to-day decisions governing the running of the household. In most cases this will be the husband/father in the household, however, not in all cases. In cases of one-member households, the member will be the head of the household. The head of the household can either be male or female.

Note that the main respondent will not necessarily be the head of the household. In many of the households you will visit, the head of the household will also be the main respondent, that is, the one giving most of the information. But any knowledgeable member of the household can be a respondent. A respondent, who is not the head of the household if the head of the household is not there at the time of interview, should not be regarded as the head. **REMEMBER A PERSON DOES NOT BECOME THE HEAD OF THE HOUSEHOLD SIMPLY BECAUSE HE/SHE IS THE MAIN RESPONDENT.**

In cases of shared accommodation and the person or families you have classified sharing as separate households you have to find out who the heads of the separate households are. If they are classified as one household, take the oldest person as head if the household members themselves cannot identify or consider one person as being the head.

Usual Member of the Household: For the purposes of this survey a usual household member is one who has been continuously living with the household for at least six months. He/she may or may not be related to the other household members by blood or marriage, and may be a house helper or labourer. A usual household member normally lives together with other household members in one house or closely related premises and takes his/her meals from the same kitchen.

Newly married couples are to be regarded as usual members of the households even if one or both of them has been in the household for less than six months.

Newly born babies of usual members of the household should be included as usual members of that household.

Members of the household who are at boarding schools, colleges and universities within Zambia or any other person temporarily away from the household who normally live and eat there such as persons temporarily away for seasonal work, because of illness, attending funerals, giving birth, visiting relatives and friends have to be included in the list of usual members of the household. Other persons such as servants and lodgers who are not part of this household must be taken as usual members.

Usual members of the household who have been continuously living outside the household for more than six months should not be included as a member of the household.

Add up all the usual members of the household and write the total number in the column indicated 'Total'. Then find out how many of those usual members of the household are male and how many are female and record the answer in the appropriate columns. Be certain to include the head of the household, the aged, and babies in the number recorded. These tend to be left out.

CHAPTER 4: THE QUESTIONNAIRE

4.0. Introduction

The questionnaire is divided into two parts and will be used to collect detailed data on the household and all individual members of the household.

Part I of the questionnaire is preferably to be administered to the **head of household**. If that cannot be done, another **knowledgeable** person may be interviewed. Some portions of the questionnaire however, will need to be answered by individual persons. Below are the topics covered in the questionnaire and the preferred respondents:

The main questionnaire is divided into 16 sections as follows: -

| <u>SECTION</u> | <u>TOPIC</u> | <u>PREFERRED RESPONDENT</u> |
|----------------|--|---|
| 1. | Household roster | - Head or Spouse |
| 2. | Marital status & Orphan hood | - Head or Spouse or individual person |
| 3. | Health | - Individual Person if aged 12 + years Mother or female guardian if child is below 12 years |
| 4. | Education | - Head or Spouse |
| 5. | Economic Activities | - Head or Spouse |
| 6. | Income | - Individual Person |
| 7. | Household assets | - Head or Spouse |
| 8. | Household Amenities | - Head or Spouse |
| 9. | Household Access to facilities | - Head or Spouse |
| 10. | Self-assessed poverty and coping strategies | - Head or Spouse |
| 10. | Agricultural Production | - Head and spouse |
| 11 A. | Household Expenditure | - Ask for the person who makes most of the h/hold purchases |
| 11B. | Remittances | - Most informed household member. This person might not necessarily be the household head. Also, the most informed household member for food and non-food items might be different persons. |
| 12. | Developmental Issues and Social Fund Impact | - Head or Spouse |
| 13. | Child Health and Nutrition | - Mother of Child or Female Guardian |
| 14. | Deaths in the Household | - Head or Spouse |
| 16. | Self-assessed poverty, shocks to household welfare and households' coping strategies | - Head or Spouse |

The above mentioned are preferred respondents for the various parts of the questionnaire but if the preferred respondents are not available - you have to find out when they are usually at home so that you interview them, or if it is still not possible, you interview some other knowledgeable person/s in the household. This will entail you to make more than one visit to a household in order to collect all the information required from the household members. It is, in fact, better to pay several visits to a household and collect correct information rather than to collect incomplete or inaccurate information in one single visit from a member of household who does not have all the information. Make appointments for re-visits and ensure that you keep to the appointed times with the households while you continue enumerating other households.

In some rare cases you will need to complete more than one main questionnaire per household. The main questionnaire is meant for one household (one questionnaire per household) and has provision for 15 members in total to be recorded on the questionnaire. If you come across a household with more than 15 members, continue on another questionnaire. Write down the same identification particulars as on the first questionnaire but record the following on the top left corner of each questionnaire: -

A Questionnaire No. of on the first questionnaire and;

A Questionnaire No. of on the second one.

HOW TO COMPLETE THE QUESTIONNAIRES

Household Identification Particulars

1. Province name

Write down the name of the province you are operating from in the space provided. You will then enter the province code in the box. These codes are in Appendix I.

2. District Name

Write down the name of the district you are operating from in the space provided, then enter the code, as it appears in Appendix I.

3. Constituency Name

Find out the name of the constituency in which the household in your work area (SEA) falls. This information can be obtained from local party officials, traditional leaders or the district council. See Appendix IV for the constituency codes. Note that an SEA can fall in more than one constituency. In such a case, find out the constituency in which the household falls.

4. Ward Name

Also find out the name of the ward in which the SEA you are working in is. You can get this information from the local political leadership in your area or the district council. Then enter the appropriate code for the ward. Codes for wards are given in the Appendix II.

5. Census Supervisory Area (CSA)

Your supervisor will give you the number of the CSA in which your work area is located. Enter the number in the boxes provided.

6. Standard Enumeration Area (SEA)

An SEA is a sub-division within the CSA which constitutes your work area as an enumerator. Your supervisor will give you your SEA number. Transfer the information to the questionnaire. Ensure that the CSA and SEA number you are given correspond to the ones on your maps (work area) and the questionnaire.

7. Indicate whether the SEA is Rural or Urban

8. Stratum

In case of rural areas the relevant stratum from the Listing form should be entered here. In the case of urban areas the information on low cost, medium cost, high cost is provided on the list of selected SEAs.

9. Household Number (HHN)

Transfer the household number of the selected household from the listing form.

10. Village or Locality Name

Write down the name of the village or locality where the household resides.

11. Chief's/Chieftainess' Area

Write down the name of the chief's or chieftainess' area in which the household resides and the code number of the chief/chieftainess from Appendix III.

12. Household Selection Status

Record here whether this household is the originally selected household or whether it is a replacement. Ensure that the identification particulars refer to the enumerated household.

13. Reason for replacing Household

Indicate the reasons for replacing a household in cases where another replaces an originally selected household.

Your supervisor should provide you with this information as well as for item 13.

14. Enumerated Household

Here, you should write down the name of the Head of the household and the residential address of the household that is being enumerated. (See definition of Head of Household in chapter II). The sampling serial number will come from the last columns of the listing sheet.

15. Name of Main Respondent

The name of the person giving most of the household information should be written down as well as his/her serial number from the Household Roster.

16. Total Number of Persons who live in this Household

Add up and record the total number of persons who live in this household. This will give the household size of each household. It is important to record the correct number. Remember to include usual members who are absent at the time of the interview.

17. Name of Enumerator and date of interview

18. Name of Supervisor and date of interview

You should indicate your name and date of finalising the main questionnaire. Your Supervisor should also write his/her name and date of checking the questionnaire.

If you are not able to make contact with a selected household on the first visit, you are supposed to try again later. Before interviewing a household, first find out if they are ready to be interviewed immediately or make an appointment to interview them at a later time or date.

Cluster Number

This is a unique number assigned to your work area. Your supervisor will give you this number.

4.1. THE MAIN QUESTIONNAIRE

SECTION 1: HOUSEHOLD ROSTER

For the definition of the household, usual household members and polygamous households please refer to Chapter 3.

Question 1: Serial numbers of usual household members

Each member of the household should be assigned a PID number in the first column (serial number of household members). You should begin with the household head. If there are more than 15 members in the household, continue on another questionnaire.

Question 2: Names of usual household members

List all the **usual** members of the household serially in any order but starting with the head. You should list them in this manner; you first ask for the name of the head, then for the spouse, then for their children who live with them, then for other relatives who live with them, then for non-relatives who live with them, then for other members of the household who are temporarily away visiting

etc, then for members of the household who are at boarding schools, colleges, university, and so on. Ensure that only **usual** members of the household are recorded. Do not record children of the head who are no longer members of the household. In particular, old people have a tendency of regarding grown up children who have their own households as part of their households because they are their children. This is not the type of household membership we are looking for. The information (on usual household members) is very important for estimating the population. Therefore, ensure that it is correctly recorded.

If there is a newly born baby who is not yet named in the household then write 'Baby' and the Surname e.g. Baby Musonda.

Be sure to include all usual members of the household including those who are temporarily away on visits, funerals, in hospitals, boarding schools and so on. Also ensure that non-usual members of the household are excluded from the list.

Question 3: How old is now?

Record the age in completed years, e.g. a person who is 17 years and 11 months old will have 17 entered as his/her age.

For those younger than 5 years ask for the **under five (5) clinic card** and check for the date of birth of that child, then calculate the age by subtracting the date of birth from the date of enumeration and record the actual age in months. For example a child born on 10th March, 2005 will be 4 years 8 months old = 56 months old on 20th November, 2009 (e.g. if that's the date you are enumerating a particular household).

To estimate ages in months; first subtract the child's year of birth from 2009 (2009 -2005 = 4) in this case and that will be the completed years. Then count the number of months from the child's month of birth to the survey date. In this example 10th March to 20th November = 8 completed months. Therefore, the child's age in completed months is: (4 years x 12 months)= 48 months + 8 months = 56 months. Indicate whether years (1) or months (2) is being recorded in the first of the three boxes provided.

Almost all persons who have been to school know their age, while some especially the illiterate and the very old, may not. In such a case, use the calendar of events to estimate the age of the person. E.g. How old he/she was when the Chinese built the Lusaka-Mongu road or when the name Feira boma was changed to Luangwa or when Zambia became an independent country etc.

If you have already ascertained the age of some other member of the household this may be of considerable help in determining the ages of other members of the household. In case you are only given the year of birth and no month, calculate the age by subtracting the year of birth from 2009.

Example: You are interviewing the head of household who cannot remember or does not know his/her age. You can estimate his/her age in various ways.

For example, find out the age of the eldest child (if he/she knows it), and then ask him/her how old he/she was when the first child was born. Then add that age to the age of the first child - that will be the estimated age.

For those aged more than 90 years round down to 90 and record

| |
|---|
| 1 |
|---|

| | |
|---|---|
| 9 | 0 |
|---|---|

 in the answer boxes.

Question 4: What is the relationship ofto the Head of the household?

Remember that relationship is **only** to the permanent head of household and not to any other members or the temporary head. This will cover relationship by blood, marriage, etc. For example grand children, in-laws, stepchildren, etc. 'Other relatives ' will be any other relatives not indicated in the questionnaire. 'Non relative' will mean no relationship with the head either by blood, marriage, adoption, etc. For example maids, garden boys, farm hands, etc, who are not related to the head but are members of the household.

Relationship to the head should be in the nuclear way not the extended family system. This means that the children of the head's brothers and sisters who are members of his/her household should be recorded as nephews and nieces and not son/daughter as is the case in our African/Zambian culture. Ensure that you record relationship to the head according to the nuclear family system.

Question 6: Isan albino?

For each household member, ask the main respondent whether the household member is an albino or not. An albino a person lacking normal pigmentation, with the result being that the skin and hair are abnormally white or milky and the eyes have a pink or blue iris and a deep-red pupil.

Question 7 - 8: Disability?

There are various levels of disability; some are severe while others are not. In this question the concern is with the severe forms where there is total loss of the function of a particular organ.

Blind: Blindness is the condition of lacking visual perception due to physiological or psychological factors. We are interested in those who have completely lost their sight.

Deaf: Deafness generally refers to a physical condition characterised by lack of sensitivity to sound. We are interested in total deafness, that is, complete loss of the sense of hearing, not partial deafness or those referred to as hard of hearing.

Dumb: Dumbness is a form of speech disorder. The speech disorders we are interested in are those who are totally unable to speak or are mute. Stuttering, cluttering, lispings are also speech disorders but they **should**

not to be considered.

Crippled: Any person with a physical abnormality relating to the loss of bodily limbs or any deformity in the bodily stature. He/she is unable to walk unaided or does so with difficulty due to injury or illness, e.g those using crutches for walking or those who use wheelchairs, etc.

Mentally retarded: Any individual that is either very slow to learn or has deficiency of mental intellect (slow in grasping things, difficulties in remembering things, very slow at responding).

Dissabilities: Any person who is limited in the kind or amount of activities that he/she can do because of the on-going difficulties due to a long-term physical condition, mental condition or health problems. If a person has more than one disability, record (six) for the multiple disabilities.

Question 9: Where was residing 12 months ago?

The objective of this question is to find out if a person migrated or not. Within the household some persons may move out or move in permanently or the whole household may move together. Whichever is the case, each individual member of the household must be asked this question.

If a person is uncertain about the period "12 months ago", then ask the question this way: "Where were you living this time last year"? Or Where was... living this time last year?

If a child's age is less than one (1) year old, record 7, not applicable (NA).

Question 10: What district was.....residing in?

Write the name of the district in the space and record the district code in the boxes provided. Check for the district codes in the appendix.

Question 11: Was the part of the district... was residing in 12 months ago rural or urban?

The list of urban areas and townships is given in Appendix II.

Question 12: Why did.... move from his/her previous residence?

This question is meant to establish reasons why people migrate.

For school means the person migrated because they found a school place in that area, or preferred the school in that area, etc. For example, a person may move from one household to another because the place where the other household lives is closer to the school desired, etc.

Back from school/studies: For example, someone was abroad for three years studying and is now back with his/her original household.

To seek work/business: Those who migrated in order to look for work or business opportunities.

To start work/business: Those who migrated in order to take up a new job or business.

Transfer of head of household: Those who migrated together as a household because the whole household moved as a result of the head being transferred.

Previous household could not afford to keep him/her: Those who migrated because the household they lived with before was unable to look after them.

Got married: Those who migrated because they entered into marital unions.

New household: Those who moved because they have just set-up a new household.

Retirement: Those who migrated because they retired.

Retrenchment - Those who migrated because they were retrenched.

Decided to resettle: Those who migrated for the simple reason that they just wanted to live elsewhere.

Acquired own/different accommodation: Those who moved because they acquired, their own or different accommodation.

Found new agricultural land: Those who moved because they found or were in search of new or larger or more readily available or fertile land.

Other (Specify): If a person migrated due to other reasons other than those identified these other reasons are to be specified.

If a person gives several reasons for having migrated, ask them for the main one or the one they rank as most important.

SECTION 2: MARITAL STATUS AND ORPHANHOOD

Question 1: What is the marital status of?

This question should only be asked for persons aged 12 years and above. If the answer is single probe further to find out whether the person has actually never married or whether he/she is widowed, separated or divorced.

Questions 2 and 3: Is the biological mother (father) of... still alive?

Biological mother refers to the person who gave birth to the person being enumerated.

Biological father refers to the man who sired the person being enumerated.

SECTION 3: HEALTH – FOR ALL PERSONS

Question 1: Has been sick or injured during the last two weeks?

This question is to be asked to all members of the household. Record '1' for YES also if a person's sickness started earlier than the two weeks period before the survey as long as the person was still sick during the two weeks period before the survey or currently as you enumerate. If a person was sick during the two weeks period before the survey and is no longer sick, you still record '1' for YES.

Question 2: What was ... mainly suffering from?

This question applies only if the person has been sick/is sick in the last 2 weeks prior to the survey. Find out what he/she was/is mainly suffering from. Ask for the main illness. For example, if the person had a cough/cold and also a fever - record cough/cold. Fever is normally a symptom of other illnesses. Unless the person only had fever or it has been established that it was malaria - then only do you record fever/malaria.

If a person says I am suffering from general body pains; probe further for the main sickness/illness. If that cannot be established, record the answer category 32 (other) and specify as general body pains.

Question 3: Didconsult any health or other institution/personnel for this illness/injury or did he/she only use self-administered medicine?

A health consultation is one where a person has approached or sought medical advice/attention from any medical officer, spiritual healer or traditional healer (including herbalists) whether at a public or private health institution or merely by calling a medical officer on a private engagement, or by consulting a church pastor. This consultation could even be done outside Zambia. If the person took medicine that was bought without consultation or was available in the home, then that is self-administered medicine. If this medicine did not work and consultation was done later, then the answer category should be 'consulted'.

Question 4: How much in total was spent on..... 's medication/consultation in the last two weeks?

Record how much was spent for buying the medicine/consulting. If the medicine was not bought, e.g. just given by friends, neighbours, relatives, or just dugout or collected own herbs, then enter zeros.

Question 5: Where didget the medicine from?

A list of nine (9) possible sources of medicine are given. Record the code corresponding to the institution/person where the household member got his/her medicine.

Question 6: Which health or other institution/personnel did... visit first for this illness/injury?

You are to record the code for the first institution or personnel the person consulted for the illness or injury. You are to find out the type of health institution, which the respondent(s) visited. To do this first find out the actual name of the institution they visited. This will give an idea of the type of institution they visited. If you cannot determine from the actual name ask the respondent what type it is.

The answer category 'medical personnel' refers to a situation where a sick person consults a health worker directly without going through an institution.

Question 7: Who attended to.... during this visit?

Indicate the most qualified person consulted. For example, if during the consultation, a nurse, and then a doctor were consulted, the answer category circled should be 'medical doctor'.

Question 8: What was the method used for paying for the services of the facility on this visit?

Several options have been provided. Find out the exact way this consultation was paid for and record that.

Pre-payment Scheme Low Cost: These are either individual or family schemes. The premiums for schemes are very low.

Pre-payment Scheme High Cost: These are also either individual or family schemes but are characterised with high premiums.

Paid for by Employer: These are medical schemes paid by employers for either employees and in some cases for their families as well.

Paid by Insurance: These are medical policies that either an individual or an institution buys, In case of any illness, the Insurance Company covers all the bills.

Paid part and other part paid by others e.g. Employers: This is the situation where the payment of medical fees is done partly by the affected individual and the other part by another person or employers.

Paid directly: This is a situation where the individual pays for his/her medical fees directly.

Didn't pay: No payment was made for the medical consultation.

Paid for by other (specify): This is a situation where the medical fees are paid for by any other person.

Some health questions are repeated for the second visit for those cases where the person made more than one visit to the same institution for the same illness or injury. Ensure that you ask for the right visit and record answers for the appropriate visit.

Question 9: Has...been continuously ill, for atleast 3 months in the last twelve months?

If the household member has not been continuously ill for atleast 3 months in the last twelve months, question 10 and 11 will not apply. Skip to Section 4.

Question 10: What wasmainly suffering from?

For those household members who have been continuously ill, for atleast 3 months in the last 12 months, record the code corresponding to the disease/illness they were suffering from.

Question 11: Has...been able to carry out his/her normal activities during the period of the illness?

For those household members who have been continuously ill, for atleast 3 months in the last 12 months, find out if they were able to carry out his/her normal activities during the period of the illness

SECTION 4: EDUCATION – FOR ALL PERSONS

This section is to be asked for all usual members of the household.

Question 1: Is... currently attending school?

Be cautious when asking this question to persons who seem obviously not to be attending school.

Attending school is taken to mean that the person attends school as a full-time or part-time student i.e. in the formal school system.

For example: -

- Students attending vocational training including teacher training should be considered as attending school.
- Students at colleges and universities.
- Persons attending night school should be taken as attending school.
- Students/pupils at primary and secondary schools.
- People on unpaid or paid study leave to a formal educational institution.

- People engaged in correspondence studies with a correspondence school.

All those who will be deemed to be attending school or college/university should be recorded under answer category '2'.

Question 2: What grade is... currently attending?

Use the following codes:-

| | |
|--|--------------------|
| Grade 1 to 12..... | CODES.....01 TO 12 |
| Grade 12 GCE (O-level)..... | CODE.....12 |
| Grade 12 GCE (A-level)..... | CODE.....13 |
| College students..... | CODE.....14 |
| Undergraduate University students..... | CODE.....14 |
| Post-graduate Diploma/Certificate students.. | CODE.....15 |
| Masters Degree students..... | CODE.....16 |
| Doctoral level and above students..... | CODE.....17 |

College students refer to those studying towards a diploma or certificate including Zambia Diploma in Accountancy (ZDA). Undergraduate students category also includes ACCA, CIMA students.

Question 3: What grade was ... attending last year?

Use the same codes as in question 2.

Question 4: Is the school ... is currently attending a Central Government, Local Government (council), Mission/Religious, Industrial or private school?

Central Government: Schools run by the central government including some colleges and the universities.

Local Government: Schools run by district councils e.g. some nursery schools.

Mission/Religious: Schools run by churches such as Catholic, Seventh Day Adventist, Reformed Church, Salvation Army, etc.

Private School: Schools run by private persons/institutions.

Industrial Schools: Schools run by companies, e.g. ZISC. They should be a part of the company

Question 5: Has....ever attended school?

For those are not currently attending school, ask whether they have ever attended school.

Question 6: Was....attending school last year?

For those are not currently attending school, but have attended school before, ask they were attending school last year.

Question 7: What grade was....attending last year?

Use the grade codes at the bottom of page 10 of the questionnaire.

Question 8: What was the highest grade attained?

The level attained is the qualification (i.e. degree, diploma, certificate, etc) that an individual has acquired, whether by full-time study, part-time study or private study, whether conferred in the home country or abroad, and whether conferred by educational authorities, special examining bodies or professional bodies.

For cases up to GCE (O) Level, when recording highest level of education, the level completed is what matters. While for cases after GCE (O) level, qualification is what matters.

The system of school standards, grades and forms has been changed about 3 times in the past. Convert all previous standard of education to the current education level using the table below. For persons who were educated outside Zambia give the code of the appropriate Zambian Equivalent of the level reached.

Please note that the answer codes for question 8 are slightly different from answer codes for questions 2, 3, and 7. Make sure you record the right answer codes. As you will not be in a position to always refer to your instruction (enumerators) manual for codes, you can first record the educational attainment in words (above the answer boxes) and then later at home or at your camp, record the appropriate answer codes by referring to the enumerators manual.

| <u>Date</u> | <u>Before 1956</u> | <u>1956-65</u> | <u>1966-80</u> | <u>1981 to Date</u> | <u>CODES TO ENTERED</u> |
|--------------------|---------------------------|-----------------------|-----------------------|----------------------------|--------------------------------|
| | Sub-Atandard A | Sub standard | Grade 1 | Grade 1 | 01 |
| | Sub-Standard B | Sub-Standard | Grade 1 | Grade 1 | 01 |
| | Standard 1 | Standard 1 | Grade 2 | Grade 2 | 02 |
| | Standard 2 | Standard 2 | Grade 3 | Grade 3 | 03 |
| | Standard 3 | Standard 3 | Grade 4 | Grade 4 | 04 |
| | Standard 4 | Standard 4 | Grade 5 | Grade 5 | 05 |
| | Standard 5 | Standard 5 | Grade 6 | Grade 6 | 06 |
| | Standard 6 | Lower | Grade 6 | Grade 6 | 06 |
| | | Standard 5 | | | |
| | Standard 6 | Upper | Grade 7 | Grade 7 | 07 |
| | | Standard 6 | | | |
| | Form 1 | Form 1 | Form 1 | Grade 8 | 08 |
| | Form 2 | Form 2 | Form 2 | Grade 9 | 09 |
| | Form 3 | Form 3 | Form 3 | Grade 10 | 10 |
| | Form 4 | | | Grade 11 | 11 |
| | Form 4 (GCE) | Form 4 | Form 5 | Grade 12 | 12 |
| | | (GCE) | GCE (O) | GCE (O) | |

| | | | | |
|-----------------------------------|-------------------|-------------------|---------------------|----|
| Form 6 Lower | Form 6 (Lower) | Form 5 GCE (O) | Grade 12 GCE (O) | 12 |
| Form 6 Upper | Form 6 Upper | Form 5 GCE (A) | Grade 12 GCE (A) | 13 |
| Diploma/Certificate | | | | 14 |
| Undergraduate | University | | | 14 |
| Bachelors' Degree | | | | 15 |
| Post Graduate Certificate/Diploma | | | | 16 |
| Master Degree | | | | 17 |
| Doctorate and above | | | | 18 |

Example 1:

If someone had passed standard 5 before 1956, enter code 06 in the boxes provided.

Example 2:

Suppose a person completed form 5 GCE (O) Level in 1980. In 1981 he went to study at the University of Zambia. After two years he/she left before completing the program. For this person enter the code 14 in the appropriate boxes.

Example 3:

If someone completed (not just attended) grade 7 but is now repeating grade 6, then the highest grade attained in this case is grade 7. Someone repeating grade 7 - highest grade attained is grade 7. Someone who is currently attending grade 7 but has never completed grade 7 before, then highest grade attained is grade 6.

Example 4:

If someone has completed Natech, ZDA, AAT and equivalent, record him or her under code 14.

Example 5:

If someone has completed ACCA, CIMA and equivalent but has no higher qualification such as Masters degree, record under code 15.

Question 9: What was the main reason for....leaving school at the time?

People leave school for various reasons and so on. Below are some of the reasons;

Started working/business: A person may leave school because work/bussiness is leaving him/her no time to attend school.

Expensive: The cost fees and other school requirements may be too high for the person to afford.

Too far: Some households are located too far from the nearest school and if there is no public and other means of transport, people may decide to stay away/leave school.

Not selected/failed: These are individuals who drop out of school due to failure to pass exams or they may pass but not reach the cut-off point.

Pregnancy: Upon getting pregnant, some girls/women leave school either voluntarily or are expelled.

Made girl pregnant: In some cases, male students/pupils are expelled/chased from school when they get a school going girl pregnant.

Completed studies/school: Those who are not in school because they have completed the studies they were pursuing. They could either be waiting to go for further studies or content with the highest level of education attained.

Got married: This is common among women who leave school upon getting married. Could be due to added responsibilities, tradition, religion or may relocate to a different city.

No need to continue school: Mostly those content with the highest level of school attained.

School not important: some people decide school is not as important as other things they do and decide to leave school.

Unsafe to travel to school: Mostly applies to persons whose households are located far from school and have to pass through bushes risking attacks from animals or pass through areas that are prone to crime.

Expelled: Those chased from school on disciplinary grounds.

Lack of financial support: Those who leave school because they no longer receive income from their usual source. Could be that the sponsor died or just withdrew support due to other commitments.

Needed to help out at home: Students/pupils may leave school because they need to help with work at home. It could be household chores or they are turned into unpaid family workers.

ILLNESS/Injury/Disabled: This may happen due to accidents or just natural illness.

Record the code for the reason the household member left school.

Question 10: Why has...never attended school?

Some household members may have never attended school due to various reasons. This is what we want to establish here. It could be because they are below the minimum age required to enroll in school, school is too expensive, the nearest school is too far and so on.

SECTION 5: CURRENT ECONOMIC ACTIVITIES

This section is for all members of the household aged 5 years and above. The age lower cut-off is 5 years in order to capture child labour.

Question 1: What is your current economic (activity) status ?

The objective of this question is to find out what a person is engaged in currently. The population is supposed to be classified into three mutually exclusive categories: the employed, the unemployed and persons not in the labour force. For example someone's main activity may be a student and while on school holidays this person finds temporary employment at the time of the survey, record them as full-time students. In cases where the respondents spent an equal amount of time on two activities, find out which one they regard as their main activity.

(i) In Wage Employment: This refers to persons employed by someone on a fixed monthly/weekly/daily wage/salary. All persons who get paid partly in cash and in kind are included in this category (e.g. hotel workers and farm labourers). Students on school holidays who manage to find jobs and might be working during the reference period are to be recorded as full-time students and not as working.

(ii) Running a Business/Self Employed: This refers to persons who are running their own business such as marketeers, hawkers, cobblers, tinsmiths, bottle store operators, grocery store owners, bar, etc. Included in this group are two or more persons running a business on partnership basis, and street vendors. Call-boys at bus stations (ngwangazis or Kusogolo boys) and those who carry peoples' shopping from shops like mealie meal carriers are also classified as self employed as long as this is their main current economic activity.

(iii) Farming, Fishing and Forestry: Included here are farmers who till and manage their own farms, with or without the help from other persons. Make sure all the small scale and subsistence farmers are included in this category. The current working status of all persons in agricultural and allied activities will be determined as follows: -

- (i) Agricultural: growing crops, fruits and vegetables, raising of poultry and livestock, and fish farming.
- (ii) Forestry: collecting or cutting wood, charcoal burning, gathering of honey and beeswax from trees, gathering of mushrooms, caterpillars, collecting wild fruits for sale, etc.

(iv) Not working but looking for work/means to do business: This refers to persons who are currently seeking for jobs or means to do business. This includes persons who have: -

- (i) registered at various labour offices/recruitment centres, etc;
- (ii) gone to see possible employers to ask for jobs;

- (iii) written/applied for jobs;
- (iv) asked friends, relatives, neighbours, etc to help them find a job;
- (v) sat for interviews and are awaiting letters of offer;
- (vi) made an effort to start a business e.g. opening a market stall, clearing a piece of land for agricultural activity, etc.

If a person did not do any of the things above but only wished to get a job or business without trying to do something to actually find a job or business then do not classify that person as looking for work but include him/her in the answer category below.

(v) Not working and not looking for work/means to do business but available for work: This refers to a person who wishes to get a job or is interested in getting a job or means to do business but has not made any practical effort to get a job or means to do business. Included in this category are those persons who: -

- are not sure there is any job available
- imagine they are not qualified or that there is no suitable vacancies for them
- are not looking for work but are very much interested in working. They may not be looking for work due to temporary reasons such as illness or awaiting results of previous application, etc.

Those persons who are not working and not looking for work because they are full-time housewives or students or for any other reasons should be classified in the categories below.

(vi) Full-Time Student: This refers to all persons whose main current activity is full-time students/pupils even if they are doing some work for pay or profit at the time of the survey. Make sure you exclude students on paid study leave. These are to be classified as working (the ones on paid study leave).

(vii) Unpaid Family Worker: These are persons who normally assist in the family business or farm but do not receive any pay or profit for the work so performed.

(viii) Retired, too old to work: These are persons who retired and are depending mainly on pension or retirement benefits. If a retired person engages in any job/business for pay or profit or is doing some subsistence farming then he/she is to be regarded as in wage employment or farming. Those who say they are too old to work are the ones who should be regarded as very old.

(ix) Other: This refers to those who are neither interested nor available for work, such as beggars, vagrants and the invalids or the very sick or permanently

disabled and those who give disability as a reason for not working and not looking for work. You are here required to specify the given reason.

Include also those persons who live on rental incomes, savings, inheritance, remittances, charity, family help, gambling income, etc.

Question 2: What type of job/business are you doing?

This refers to the **main** job/business the respondent is currently doing. The main job/business is the job/business in which a respondent spends more working time. If the respondent spends an equal amount of time on two jobs, record the one that earns him/her the most income. If the respondent spends an equal amount of time on two jobs and earns the same amount on the same jobs ask him/her to indicate which one is the main job.

Specify/describe briefly the type of job he/she is doing before coding. Afterwards on the same day at your camping place enter the appropriate code for the occupation from appendix IX. Use the four digit level codes.

Occupation should be given in clear terms to show what kind of work an individual is doing.

Examples

Carpenter, messenger, town clerk, radio mechanic, Farmer, farm labourer, accounts clerk, personnel officer.

Avoid entering a term that implies greater skill or responsibility than is really involved in the respondent's job. Do not enter "Engineer" for someone who is actually a draughtsman, or "Accountant" for a bookkeeper, or "Brick-Layer" for someone who only mixes mortar and hauls bricks. This implies that you have to probe further and find out exactly what a person's real occupation is by asking further questions about his training and cross check with his/her education given in section 4.

Question 3: What sort of business/service is carried out by your employer/establishment/business?

[RECORD INDUSTRY OF MAIN JOB/BUSINESS IN BOTH WORDS AND CODE NUMBER]

Specify/describe briefly the type of business or service that is carried out at the person's business or workplace. Firstly, write the industry above the boxes for codes and then later on give the code number when you get back to camp (see Appendix X for industrial codes). Use the four digit level codes.

This question refers to the kind of business or service (industry) carried out at his/her workplace relating to the occupation that is already recorded under question 2. The type of product or service that is produced will depend upon the industry or type of job a person is employed in.

The description of the economic activity of the establishment is one of the important items to be carefully recorded. The description should be adequately elaborated to enable proper classification and coding of the establishment's activity during scrutiny and coding stage. Sufficient details of the activity should therefore be given. For instance, it is not sufficient to describe 'a shop' or the name displayed on the signboard of the shop. It is necessary to give a full description, such as 'electrical repair shop'.

It should also be borne in mind that recording of broad description of activity such as 'manufacture of dairy products' will not be sufficient. Greater details such as 'manufacture of milk powder, ice cream powder' or 'manufacture of baby milk food' should be recorded in order to carry out proper coding of industrial activities.

Write down the full description of the economic activity that the particular establishment is engaged in. The economic activity of an establishment is the process of coming up with the final product/service that it provides. For example:

- Konkola Copper Mines PLC mines copper ore. Therefore the economic activity is 'mining of copper ores'.
- An engineering company, which manufactures pumps, has an economic activity which is manufacturing of pumps.
- A grocery provides a retailing service. But just stating that it is a retailer is not sufficient. You should describe what it retails in, whether it is a specialised or non-specialised store, etc.
- For retailing and wholesale shops indicate whether retail or wholesale and exactly what is sold in the store; e.g Retail sale of second hand clothes and shoes, retail sale of new clothes, retail sale of new cars, retail sale of used cars, wholesale of a variety of groceries, etc.

For cases where both wholesaling and retailing takes place as one business, indicate the major activity.

- If it is a church, mosque, etc., describe it as such
- For schools, be specific and state whether it is Primary, Basic, Junior High, Senior High, High, Community or other type of school.
- For health facilities be more specific and state whether it is a general hospital/clinic, mental hospital, dental clinic (if it is not part of a general hospital/clinic), etc.

INDUSTRY CODE NUMBER

The International Standard Industrial Classification of All Economic Activities (ISIC) code is a statistical classification of establishments developed by the United Nations (UN); it classifies establishments according to their major kind of economic activity.

The ISIC code groups together enterprises if they produce the same type of goods or services or if they use similar processes (i.e. the same raw materials, process of production, skills or technology).

The ISIC code is periodically reviewed as new types of economic activity become important and to harmonise with other classifications. The original classification was adopted in 1948. Revision 1 was issued in 1958. Revision 2 was published in 1968. Revision 3 of the code was published in 1989. The Statistical Commission of the UN recently commissioned the fourth revision to the ISIC. Therefore, the ISIC Rev. 4 is the one to be used to classify establishments in the LCMS VI.

ISIC Rev. 4 is a standard classification of economic activities arranged so that entities can be classified according to the activity they carry out. Wide use has been made of the ISIC, both nationally and internationally, in classifying data according to the kind of economic activity in the fields of production, employment, GDP and other statistical areas. ISIC is a basic tool for studying economic phenomena, fostering international comparability of data, providing guidance for development of national classifications and for promoting the development of sound national statistical systems.

In providing more up-to-date detail, this revision of the classification provides a closer representation of current economic reality. In addition, the Revision 4 of ISIC has improved comparability with other regional activity classifications in use around the world.

The ISIC Rev. 4 is a FOUR DIGIT code for the main activity recorded in question 3. The code is organised hierarchically with each level containing an increasing level of detail.

The table below shows the broad structure of ISIC rev. 4. The detailed descriptions appear in Appendix VIII.

ISIC Rev. 4 Broad Structure

| Section | Divisions | Description |
|---------|-----------|--|
| A | 01-03 | Agriculture, forestry and fishing |
| B | 05-09 | Mining and quarrying |
| C | 10-33 | Manufacturing |
| D | 35 | Electricity, gas, steam and air conditioning supply |
| E | 36-39 | Water supply; sewerage, waste management and remediation activities |
| F | 41-43 | Construction |
| G | 45-47 | Wholesale and retail trade; repair of motor vehicles and motorcycles |
| H | 49-53 | Transportation and storage |

| | | |
|---|-------|--|
| I | 55-56 | Accommodation and food service activities |
| J | 58-63 | Information and communication |
| K | 64-66 | Financial and insurance activities |
| L | 68 | Real estate activities |
| M | 69-75 | Professional, scientific and technical activities |
| N | 77-82 | Administrative and support service activities |
| O | 84 | Public administration and defence; compulsory social security |
| P | 85 | Education |
| Q | 86-88 | Human health and social work activities |
| R | 90-93 | Arts, entertainment and recreation |
| S | 94-96 | Other service activities |
| T | 97-98 | Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use |
| U | 99 | Activities of extraterritorial organisations and bodies |

Example 1:

Many enterprises have several functions and in such a case, the industry to record should relate to the functions of the establishment where the respondent is closely associated.

| <u>Functions</u> | | <u>Industry</u> | <u>ISIC CODE</u> |
|--------------------------|-----------------------------------|--|------------------|
| <u>Parmalat</u> | <u>1) Prepares Milk</u> | <u>Manufacture of dairy products</u> | <u>1050</u> |
| | <u>2) Sells milk to Retailers</u> | <u>Wholesale Trade of Food, beverages and tobacco</u> | <u>4630</u> |
| | <u>3) Sells milk to consumers</u> | <u>Retail sale in non-specialised stores with food, beverages and tobacco dominating</u> | <u>- 4711</u> |
| | | <u>Retail sale of food in specialised stores</u> | <u>-4721</u> |
| | | <u>Retail sales via stalls and markets of food, beverages and tobacco products</u> | <u>- 4781</u> |
| | | <u>Other retail sale not in stores, stalls or markets</u> | <u>-4799</u> |
| <u>Bata Shoe Company</u> | <u>1) Manufactures Shoes</u> | <u>Manufacture of Footwear</u> | <u>1520</u> |
| | <u>2) Sells Shoes</u> | <u>Retail sale of clothing, footwear and leather articles in specialised stores</u> | <u>4771</u> |

The classification for retail trade needs to be well understood as the descriptions given are often inadequate to properly classify economic activity.

Retail trade is first classified by type of sale outlet (retail trade in stores and retail trade not in stores). For retail sale in stores, there exists a further distinction between specialised retail sale and non-specialised retail sale. These are further sub-divided by the range of products sold. Retail trade not in stores is subdivided according to the form of trade: retail sale via stores and markets and other non-retail sales, i.e. retail sales not in stores and not in stalls and markets, e.g. street vending.

If Parmalat has specialised milk outlets, this will be classified under 4721; if they sell via stalls and markets, this will be classified under 4781; if they had vending machines that dispense their milk products or if they sell on the streets, then this will fall under 4799.

Example 2:

- (1) A Doctor employed by the University Teaching Hospital and a Doctor working at a hospital owned by KCM will both be classified under Section Q (Human Health and Social Activities), Division 86 (Human Health Activities), Group 861 and Class 8610 (Hospital Activities). You are to record 8610 as the requirement is a 4 digit ISIC rev. 4 code. This is illustrated in the image below.

Section Q
Human health and social work activities

| Division | Group | Class | Description |
|--------------------|-------|-------|--|
| Division 86 | | | Human health activities |
| | 861 | 8610 | Hospital activities |
| | 862 | 8620 | Medical and dental practice activities |
| | 869 | 8690 | Other human health activities |

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| Division | Group | Class | Description |
|--------------------|-------|-------|---|
| Division 87 | | | Residential care activities |
| | 871 | 8710 | Residential nursing care facilities |
| | 872 | 8720 | Residential care activities for mental retardation, mental health and substance abuse |
| | 873 | 8730 | Residential care activities for the elderly and disabled |
| | 879 | 8790 | Other residential care activities |
| Division 88 | | | Social work activities without accommodation |
| | 881 | 8810 | Social work activities without accommodation for the elderly and disabled |

- (2) A Plumber employed by a maize farm owned by KCM will not be classified under Mining but under code 0111 (Agriculture).

Section A
Agriculture, forestry and fishing

| Division | Group | Class | Description |
|-------------|-------|-------|--|
| Division 01 | | | Crop and animal production, hunting and related service activities |
| | 011 | | Growing of non-perennial crops |
| | | 0111 | Growing of cereals (except rice), leguminous crops and oil seeds |
| | | 0112 | Growing of rice |
| | | 0113 | Growing of vegetables and melons, roots and tubers |
| | | 0114 | Growing of sugar cane |
| | | 0115 | Growing of tobacco |
| | | 0116 | Growing of fibre crops |
| | | 0119 | Growing of other non-perennial crops |
| | 012 | | Growing of perennial crops |
| | | 0121 | Growing of grapes |
| | | 0122 | Growing of tropical and subtropical fruits |
| | | 0123 | Growing of citrus fruits |
| | | 0124 | Growing of pome fruits and stone fruits |
| | | 0125 | Growing of other tree and bush fruits and nuts |
| | | 0126 | Growing of oleaginous fruits |
| | | 0127 | Growing of beverage crops |
| | | 0128 | Growing of spices, aromatic, drug and pharmaceutical crops |
| | | 0129 | Growing of other perennial crops |
| | 013 | 0130 | Plant propagation |
| | 014 | | Animal production |
| | | 0141 | Raising of cattle and buffaloes |

Question 4: What is your Employment Status?

Employees are those person(s) who work for others for a wage or salary, which may be paid to them in cash or kind or partly in cash and partly in kind. Salesmen who work for commission are also to be classified as employees.

Examples:

- A shop assistant
- A bartender (not the bar owner)
- A carpenter working for a contractor
- A miner
- A domestic servant, cook, gardener, security guards etc.
- A manager of a firm
- A mechanic working for pay in a garage

NOTE:

- All government workers and employees of parastatal and private organizations from an orderly right up to secretary to the Cabinet, Managing Directors, etc are employees.
- The President, Vice President, Ministers and other members of parliament having public funds as their main source of income will be considered as government sector employees. Similarly, chairmen of service commissions and chairmen of parastatal organizations will be treated as employees.
- All full-time political party employees are to be recorded as private sector employees.

Classify employees according to whether they are Central government employees, Local government employees, parastatal employees, private sector employees, or international organisation/embassy employees.

Self- Employed: Those persons who are not working for others for a wage or salary but run their own businesses, factories, workshops, farms and also do not employ others and pay them wages and salaries in their establishment are classified as self-employed. Ordinarily such persons will have their own place of business and determine their own hours of work and work program. These persons may do other peoples work by fixing an hourly rate or on the basis of the job itself, e.g. self-employed plumbers, electricians, etc.

The fact that members of a person's household may assist him/her in his/her work without receiving any remuneration does not alter his employment status as self-employed because he/she is not employing them. However, if he pays wages or a salary to any member of this household, in that case he is employing that member and this relation (employer/employee) will then be the case.

Examples of a self-employed person:-

- A subsistence/small scale farmer who does not employ outside labour in his farm except unpaid family workers will be treated as self-employed.
- An owner of a small family store run by him/herself is self-employed.
- A marketeer or a street vendor is a self-employed person.
- A car mechanic running a small repair business is self-employed.
- An owner of a small teashop or kiosk, which he/she runs himself/herself, or with the help of his (unpaid) family members is a self-employed person.
- A cobbler or a carpenter running repair business without paid help of others is self-employed.
- A tailor doing his business with no paid helper is self-employed.
- A plumber who does repair jobs for different households. Some walk around and solicit for jobs from one household to another.
- An electrician running a small repair shop on his own.

If a person works as a subsistence farmer and other members of the household also have their own plots on the farm/holding and harvest separately and run as separate entities then each one of these will be a subsistence farmer and each classified as **self-employed**. But if the rest of the members of the household work in the farm owned or controlled by the head and do not receive salary/wage, then they will be classified as **unpaid family** workers while

the head or the one who controls/owns the farm will be classified as **self-employed**.

Central Government Employees: This refers to those employees who work for all organs of the government, which includes: government ministries and departments, all levels of the law courts (supreme, high, magistrate, and local courts), etc including the **Ministry** of Local Government and Housing.

Local Government Employees: This refers to those employees who work for the district/local councils (city, municipal, and township councils).

Parastatal Employees: are those employees who work for firms/companies owned and/or controlled by the government or partly owned/or controlled by the government and partly by private. Such as Zambia Railways, ZSIC, NHA and so on. This includes statutory boards such as the ZRA, ZPA, LuSE, Bank of Zambia, etc.

International Organisation/Embassy Employees: This includes employees working for international organisations such as the United Nations (UNDP, UNFPA, UNICEF, etc), World Bank, Care International, World Vision, etc and for embassies and high commissions (excluding diplomats).

Private Sector Employees: This includes those employees who are employed in privately owned firms/companies such as shops, private butcheries, private farms, and other businesses owned by private individuals or companies, airlines, hair salons, restaurants, hotels, and so on as long as there is no government participation.

Employer/Partner: This refers to those persons who run their own business on their own or jointly with partners/shareholders and employ others in their establishment and pay them wages/salaries.

Remember do not include personnel managers/officers, managing directors (who are not owners) or any such people as employer if they are themselves employed. But a managing director of his/her own firm/company/business is an employer regardless of age, sex, education level, or income level.

Unpaid Family Workers: These are persons who normally assist in the family business or farm but do not receive any pay or profit for the work so performed.

Question 5: In your main job/business, are you entitled Pension, Gratuity or Social Security?

This and the next two questions are meant to establish whether a person is in the formal or informal sector of the economy.

Pension Schemes refer to schemes paid out in form of money when a person retires from employment such as the government pension scheme and the local government Superannuation Fund scheme.

Social security is also some kind of insurance for a person when he/she is out of employment or retired such as the NAPSA, Workmen's Compensation, and Insurance Policies provided by employers (not provided by employees themselves).

Question 6: Are you entitled to paid leave in your current main job/business?

This question refers to whether or not a person is entitled to pay while on vacation leave, maternity leave, etc.

Question 7: Are there five (5) or more people working in this company/business including the owner?

The respondent is supposed to include all workers in all branches of the same company/business.

Question 8: During the last 12 months, have you changed employment/businesses?

Find out if the person who is currently working or running a business had a different job/business previous to the current one.

Question 9: What was the main reason for leaving that Job/business?

If the respondent gives you more than one reason, find out the main reason and record the corresponding code. Below are some reasons a respondent may give;

Low wage/salary: Persons who are not content with the wage/salary they are being paid by their employer may leave for another job which pays a higher wage/salary.

Fired/dismissed: Forced to leave job/business by employer on disciplinary grounds.

Enterprise closed: This means the enterprise the person was working for ceased operations.

Enterprise privatised: This means the enterprise was being run by the state/government but is now in private hands. People may lose jobs in the process.

Enterprise liquidated: This means the enterprise (or part of it) was brought to an end, and the assets and property of the company were redistributed.

Retrenched/declared redundant: To retrench means to slash or cut. In terms of employment, retrenchment is the cutting down of jobs. A person may therefore leave employment as a result of retrenchment.

Got another job: Leave employment to work elsewhere

Bankruptcy: According to Wikipedia website, "Bankruptcy is a legally declared inability or impairment of ability of an individual or organization to pay its creditors".

This normally leads to the liquidation of an individual's or organisation's business and the business may eventually shut down.

Lack of profit: A person may abandon his/her business because it is not viable or the business is incurring losses.

Was a temporary job: Temporal workers do not usually have contracts with a company/business. They are engaged just to assist a company meet certain tasks. They can be asked to stop work at any time. Some, however, can work as temporal workers even more than a year.

Retired: Person who stops work upon reaching a particular age or serving a company for a specific number of years. This is usually stated in the conditions of service. However, some people may go for early retirement, that is, they stop work before reach retirement age or before serving the stipulated number of years.

Contract expired: Some employees work on contract, with an exact period they should work for a company /business. For example, if a contract is for two years, the individual will have to leave the job exactly after two years if the contract is not extended.

Poor working conditions: Poor working conditions could include poor wage/salary, long working hours, working without protective clothing (e.g mine and construction workers) and so on.

Question 10: Do you have another job/business?

This question refers to any other job/business apart from the main current job/business recorded in question 1. A person may, for example, be employed in a regular job but might be also running business, or may even have two regular jobs.

The same set of questions for the main job or business is repeated for the secondary job or business. Please refer to the appropriate questions for reference. If the person has more than one secondary job, pick the one where he/she earns more income

Question 11: What type of job/business is this?

Ask for the main secondary job or business. If the person has more than one secondary job or business record the secondary job or business, which earns the person the most money.

Question 12: What sort of business/service is carried out by your employer/establishment/business in this job/business?

[RECORD INDUSTRY OF SECONDARY JOB/BUSINESS IN BOTH WORDS AND CODE NUMBER]

Give an adequate description of the kind of economic activity or industry of the secondary job in which the person is engaged in. This is in order to record a four digit economic activity description of the industry.

Question 13: What is your employment status in this job/business?

As in question 4, record the person's employment status in the secondary job/business.

Question 14: In this job/business, are you entitled to pension, gratuity or social security?

Establish whether or not the person is entitled to pension, gratuity or social security in the secondary job/business.

Question 15: Are you entitled to paid leave in this job/business?

Establish whether or not the person is entitled to paid leave in the secondary job/business.

Question 16: Are there five (5) or more people working in this company/business including the owner?

Establish whether or not there are 5 or more people in the company/business. This should include the owner of the company/business if they are directly engaged in the day-to-day running of the company/business. All employees in all branches of the same company/business are to be included.

Question 17: Did you have a job or business in the last 12 months?

This question applies to all those who answered in Question 1 that they were unemployed or were not in the labour force.

Question 18: What was the main reason for leaving that job/business?

This question applies to those who answer that they had a job or business in the last 12 months. Establish the main reason that led them to leave that job/business from the answer categories provided.

Question 19: Are you currently engaged in any income generating activities or farming?

This question is intended to find out whether a person reported mainly to be unemployed and inactive still is engaged in some gainful activities. For example, a woman identified as a homemaker may be selling some foodstuff, cigarettes,

Salaula, at home, etc. When asked question 1, she might report her activity status as a housewife even though she also engages herself in some income generating activities.

Question 20: What is the main income generating activity or type of farming you are engaged in?

A list of income generating activities is provided in Appendix XI. Establish the main income generating activity that they are engaged in.

SECTION 6: INCOME

Items 1-17: Sale of own crops

Items 1 to 17 relate to incomes earned by members of the household (combined) from their own production activities. Emphasize to the respondent that you want to collect income from the entire households' own production (combined) whether done by the household members themselves or by others on their behalf and that the respondent should not include income that is not accruing to the household. The income asked for is from production of hybrid maize, local maize, cassava, groundnuts, rice, millet, sorghum, beans, Soya beans, sweet potatoes, Irish potatoes, vegetables, cotton, tobacco, sunflower, paprika, cattle, goats, sheep, pigs, livestock products, chickens, ducks, other poultry and finally eggs.

If a person bought any of the items mentioned in items 1-17 and later re-sold them, that income should not be recorded in items 1-17 but should be recorded as retail trade under "Income from non-farming business activities". It has to be income from the households' own production or farming, which will appear in items 1-17.

Items 18 - 22: Sale and Consumption of Own Livestock

These items relate to income earned by the household (combined) from sale of **own** livestock either live or slaughtered. Also included is consumption of the various types of livestock **owned** by the household. If a household slaughtered a cow for a wedding and sold part of it, record the whole cow under 18.3 (Own cattle consumed). Another example, if a household slaughtered one of their goats for purposes of selling it and consumed part of it. Record it under 19.2 (Sale of own goats slaughtered) because that was the main intension. Own consumption should be valued at the current average prices ruling in that locality. For example, if a household slaughtered four (4) goats during the last 12 months prior to the survey and the average (current) price of a goat is K75, 000 in that locality; You will record: -

| | | | | | | | | | |
|---|--|--|--|--|--|--|--|---|---|
| 0 | | | | | | | | → | 4 |
|---|--|--|--|--|--|--|--|---|---|

the second column and

| | | | | | | | | |
|---|--|---|---|---|---|---|---|---|
| 0 | | → | 3 | 0 | 0 | 0 | 0 | 0 |
|---|--|---|---|---|---|---|---|---|

in the column for value (third column)

Items 23.1 – 23.16 Sale and Consumption of Own Poultry

These items relate to sale and consumption of different kinds of poultry. Differentiation is not made between live and slaughtered. Combine them when recording.

Question 24: Other farming income

Other farming income includes income from activities such as, lease of tractor, agricultural land, scotch cart, lease of transport for produce, hiring out of draught animals, etc. this is within the same reference period of last twelve months.

Questions 25 and 26: Income from Main and Other Non-Farming Business Activities

Make sure that any non-farming Business Activity (ies) which was/were recorded in section 5 by self-employed persons and employers/partners is/are described/specified and also reflected or recorded as non-farming business activities in this section.

Here 'non-farm' refers to those activities that are not primary agriculture or forestry or fisheries. However, non-farm does include trade or processing of agricultural products. The term 'non-farm' should not be confused with 'off-farm'. 'Off-farm generally refers to activities undertaken away from the household's own farm (Ann Gordon and Catherine Craig, University of Greenwich, 2001).

This implies that you should first identify those recorded as '1' (self-employed) and '8' (employer/partner) in questions 4 and 13 of section 5. You are therefore required to screen out those who are engaged in agricultural activities and only take details of persons engaged in non-agricultural activities, under these questions.

In addition add income from any other non-farming business activities that might not have been recorded in section 5. The duration and size of the business activity does not matter. Even if the activity is operated for only one month or even less, it still needs to be recorded. If only one business activity was operated, then just record that one.

Question 27: How much is your regular gross monthly salary/wage including regular allowances from the main job?

Examples of regular allowances include transport allowances, regular overtime, retention allowances, from the main job.

Question 28: How much non-regular allowances did you receive last month from your main job,

Here record any non-regular allowances having been received by this person from his/her job, such as non-regular overtime payments, long-service bonus, subsistence allowances, sitting allowance, settling allowance, etc. Non-regular allowances are adhoc and sometimes are included with the regular pay but in most cases are paid separately.

Question 29: How much is your regular Gross Monthly Salary/Wage including regular allowances from your second job?

For those persons with secondary jobs, record income from their second job including regular allowances such as housing allowance, retention allowance, transport allowances, regular overtime etc. Regular allowances usually come together with the monthly pay. Exclude subsistence allowances, which are meant for paying for food and lodging.

Questions 30: How much non-regular allowances did you receive last month from your second job

This question is related to question 28 but for a second job in cases where persons have two regular jobs. For example a nurse might be working at the University Teaching Hospital and also at a private clinic in different shifts.

Question 31: How much income-in-kind do you receive per month e.g. bags of mealie meal, charcoal, etc, from your jobs?

Record any such income received by the person. Convert income-in-kind to cash by estimating the value of the goods received at the current prices as at survey date in that locality.

Question 32: How much rent do you receive per month from houses, other buildings, non-agricultural equipment and non-agricultural land you own?

Record any money received from rent by the person. Example, rent from houses owned, or rent from commercial buildings owned, rent from any other property owned including land but excluding agricultural land. Rent from agricultural land owned and leased out will appear under question 25 - "Other farming income".

Question 33: How much remittances did you receive last month?

Record any income in cash and kind received by a person in the household during the last one month. Remittances may be in the form of money, food items, school uniforms, clothes, etc sent to an individual by relatives or friends. For remittances in kind convert them to cash using the prices they would have been bought at the time of being sent/given. The income from remittances should be accrued to the person who actually received the remittances,

regardless of whether it is for personal use or for the benefit of the whole household.

Question 34: How much do you receive as pension payment last month?

Record any income received by a person as pension either monthly or the amount received as lump sum if they happened to receive it 30 days prior to enumeration.

Note: Only retirees should answer this question.

Question 35: How much income in form of grants do you receive per month?

Record any income received by a person such as scholarships, allowances, disability grants (for blind, deaf, dumb, physically disabled persons, etc), charitable organisation grant, church donations and any other grants.

Questions 36 - 38:

These questions relate to borrowed income, interest on savings, and interest or dividends in form of shares, securities, bonds, treasury bills, etc that household member received.

Question 39: How much income did you receive from any other sources last month?

Record any other income received or earned by an individual, which have not been captured from questions 1-38 of this section.

SECTION 7: HOUSEHOLD ASSETS

Purpose: The purpose of this section is to record the assets of a household and to find out what the assets are used for (private vs business activities).

For each item only **one answer per question** is possible.

Ask question 1 – question 6 for each item before you go to the next item.

Question 1: Does this household own [ITEM]?

This refers to household assets that are owned by households and in **good working condition** or just temporarily out of order but usable.

If this filter question is answered with “**NO**” (code 2), **skip question 2 – question 6** for the item in question, i.e. **go straight to the next item** without filling in any answer boxes of question 2 - question 6 for the item that is skipped.

If a household is **keeping an asset for somebody else** and using it, do not record it no matter how long the household has kept it.

Inherited assets should be included among assets owned as long as they are in working condition.

Note that for an asset jointly owned by two or more households, it should not be considered to be owned by any of the households. Only assets exclusively owned by a household should be considered.

Question 2: How many [ITEM]s does your household own?

For assets which the household will report that they own in question 1, record the total number of the specific asset that the household owns. Do **NOT count permanently broken assets**.

Question 3: How many years ago was [ITEM] obtained? (MOST RECENT ONE)

This question is trying to find out how long ago the asset was acquired or purchased.

In cases where a household has more than one asset, record the duration for the **most recently obtained asset**.

If an asset was obtained **less than a year ago** enter "0". If an asset was obtained **more than a year ago**, round to full year.

Example: Item was obtained 11 months ago, write "0".
Item was obtained 1 year and 5 months ago, write "1".
Item was obtained one and a half years ago, write "2".

Question 4: What was the value of [ITEM] at the time of purchase?

Record the value in kwacha, in the space, for the household asset at the time it was purchased.

Question 5: How much would you get, if you sold [ITEM] today?

This question is simply trying to find the value of the asset in question, today, according to the owner's valuation. Record the value in the space provided.

Question 6: Do you use [ITEM] for private or business activities?

This question asks for which purposes each asset is used (private or business).

If non-household member has a business, do not ask this question for any item and cross out the entire column.

The usage is ranked as follows:

| | |
|----------------------|---|
| Mainly private | 1 |
| Private and business | 2 |
| Mainly business | 3 |

- Choose "mainly private" (code 1) if the asset is mainly/most of the time used for private purposes.
- Choose "private and business" (code 2) if the usage for private and business purposes is more or less balanced.
- Choose "mainly business" (code 3) if the asset is mainly/most of the time used for business purposes.

Read out the answer categories.

DEFINITIONS:

General Items:

Land Telephone: This section only asks about the asset itself; therefore, **do not** include any operation costs. These latter costs are reported in the expenditure section 12. In this section, only report the number and value of the phone itself.

Cellular phone: see land telephone above.

Computer: This includes computers, monitors and laptops.

Watch: This item refers to watches that are worn around the wrist.

Clock: This item refers to clocks that are not worn around the wrist, e.g. wallclocks.

Kitchen/ Household:

Residential Building: This refers to a housing unit.

Non-Residential Building: This refers to a building unit, not necessarily to an entire building.

Private Water Pump: This refers to a water tap usually installed at someone's property. It is meant to be used by the owner alone and not to be shared with other neighbours.

Tools and Machines 1:

Rump presser/ oil expeller: This is a small pressing machine used to extract oil from either groundnuts, sunflower seeds etc.

Transport:

Tractor: This is a vehicle with two large and two smaller wheels used especially for pulling farm machinery. This tractor usually has a two-wheel-drive.

Small/ hand-driven tractor: This refers to a small vehicle with two wheels and two handles used especially for pulling farm machinery. A driver controls it using the handles.

4 wheel tractor: This tractor has a four-wheel-drive. Usually its wheels are of the same size.

Wheel barrow: This is a large open container with a wheel and two handles that you use to carry things.

Scotch cart: This is a trailer used for carrying goods or people. Two or more animals usually pull it.

Motor cycle: This is a road vehicle with two wheels driven by an engine. It has two seats, one seat for the driver and a seat for a passenger behind.

Large truck: This vehicle is open at the back or has a carrying vessel used for carrying goods, animals, people etc. A large truck has the capacity to carry anything above 10 tons.

Small/ pick-up truck: This vehicle is open at the back or has a carrying vessel used for carrying goods, animals, people etc. A small truck has the capacity to carry anything below 10 tons and usually more than 2.5 tons.

Van: This is a vehicle usually smaller than a truck used for carrying goods or people, a van has a capacity of less than 2.5 tons.

Minibus: This is a covered vehicle with side windows, usually smaller than a lorry/truck that can carry passengers. At times, it can carry up to thirty passengers.

Car: This road vehicle has an engine and four wheels and can carry a small number of passengers.

Home theater: An audio/video entertainment center that has a television and hi-fi system with three speakers in the front (left, right and center) and left and right speakers in the rear.

Satellite dish/ decoder

A satellite dish is a type of parabolic antenna designed to receive and transmit signals relayed by satellite. Those who own satellite dishes and decoders subscribe to one or more Pay TV providers. Satellite Pay TV is a broadcasting service which allows subscribers to receive television signals through a dish-shaped receiver unit. Those who pay a subscription fee for satellite TV service are able to watch. Examples of Pay TV providers are GTV (now closed) and Multichoice.

A satellite dish and decoder can also be used to watch non-Pay TV channels such as those popularly known as 'Free to Air'.

Non-electric iron: Refers to those irons that do not use electric power to heat. A common example in Zambia is the iron that uses charcoal.

Private water pump: Device used for withdrawing water, mostly power driven.

Hand/Electric powered Grinding/Hammer mills

A hammermill/grinder is a machine whose purpose is to shred or crush material into fine particles. A hammermill could be manual, that is, the grinding is done by hand, or could be power driven, that is, using electricity. In Zambia, hammermills, commonly known as 'vigayo' in Nyanja language, are well known for grinding maize into mealie meal.

Sheller: Note that a sheller can be either a human being or a machine. Our interest is a machine sheller. By definition, a sheller is machine used to separate the grains, or the shells in the case of groundnuts, from the portion of the plant that holds them.

Rump presses/oil expellers: Machine used to extract oil e.g from peanuts

Example 1 (see Figure 1):

A household does not own a hunting gun.

In this case, you fill in "2" for NO in filter question 1 and go straight to the next item without filling in any other answer box in the hunting-gun-row.

Example 2 (see Figure 1):

A household owns a plough that it uses for agriculture. It was bought 10 months ago. Agriculture is the household's income generating activity. The plough was bought for K496,000. Today's value of this plough is only K400,000, meaning that the household would get K400,000 if it would sell the plough today.

In this case, fill in "1" for YES in Q1 and "1" in Q2. Fill in "0" in Q3 because the plough was obtained less than one year ago. Fill in "496000" in Q4 and "400000" in Q5. As agriculture generates income for the household, it is considered a business activity. Therefore, fill in "3" for mainly business in Q6.

Example 3 (see Figure 1):

A rural household owns 2 cellphones. The cellphone most recently obtained is 13 months old. It was bought for K120000. Today's value of that cellphone is K80000. The household buys K50000 topup per month. Although the household uses the cellphone for private purposes, it regularly calls relatives living closer to the market to get information about current prices for crops they produce for sell.

In this case, fill in "1" for YES in Q1. Fill in "2" in Q2 because the household owns two cellphones. Round 13 months to 1 year and fill in "1" in Q3. As the last cellphone that was bought, i.e. the most recent one, cost K120000, fill in "120000" in Q4. As the household would only get K80000 if it would sell the phone today, fill in "80000" in Q5. You **do not report the costs on topups** because this section is about assets, while operating fees are asked for in expenditure section 12. As the phone is equally used for both purposes: private and business, fill in "2" for private and business in Q6.

Figure 1:

| | Q1 | Q2 | Q3 | Q4 | Q5 | Q6 |
|----------------|---------------------------------|--|---|---|---|--|
| READ OUT | Does this household own [ITEM]? | How many [ITEM]s does your household own? | How many years ago was [ITEM] obtained? (MOST RECENT ONE) | What was the value of [ITEM] at the time of purchase? (MOST RECENT ONE) | How much would you get, if you sold [ITEM] today? (MOST RECENT ONE) | Do you use [ITEM] for private or business activities? Please rank usage: |
| | YES 1 NO 2 >> NEXT ITEM | IF LESS THAN ONE YEAR AGO ENTER "0" AND >> NEXT ITEM | | | | Mainly private 1 Private and business 2 Mainly business 3 |
| | CODE | NUMBER | YEARS | VALUE IN KWACHA | VALUE IN KWACHA | CODE |
| Hunting gun | | 2 | | | | |
| Plough | 1 | 1 | 0 | 496000 KW | 400000 KW | 3 |
| Cellular phone | 1 | 2 | 1 | 120000 KW | 80000 KW | 2 |

SECTION 8: HOUSEHOLD AMENITIES AND HOUSING CONDITIONS

If the question asked is for the **main** source/ type of something and a household uses more than one source of a particular facility, only record the main one, i.e the one that is most commonly used. In some cases you may have to probe further in order to ascertain the main source.

SKIP QUESTIONS

In some questions, given certain answers, subsequent questions are skipped. The next question that is asked in these cases is indicated by: ">>Q ..." (see Figure 2:).

Example 1: A household occupies a dwelling, which is provided by the employer of a household member. The employer owns this house and does not want any payment.

In this case, fill in code "7" in the answer box (see Figure 2:2) and directly jump to question 4C as indicated next to the answer code. **Do not ask the respondent questions in between** (3, 4A and 4B).

Figure 2:

| | | | | | |
|---|--|--|--------------------------|--------------------------|----|
| 2 | On what basis does your household occupy the dwelling you live in? Is it [...]? | Owner-occupied.....1 | >> Q4C | House owned and provided | 07 |
| | | Rented from local Government (District council).....2 | free by employer.....7 | >> Q4C | |
| | | Rented from Central Government.....3 | Other free housing.....8 | >> Q4C | |
| | | Rented from Private Company.....4 | Other (Specify).....96 | >> Q4C | |
| | | Rented from Parastatal (e.g. ZSIC, NAPSA, NHA, ZIMCO, etc).....5 | Refused.....99 | | |
| | | Rented from private persons (landlord).....6 | | | |
| | READ OUT | | | | |

Question 1A: What kind of dwelling does your household live in?

Traditional Hut: This is the type of housing found in rural areas of Zambia. It is usually made of mud material around the walls and the roof is usually thatched. Most traditional huts have a hut shaped roof. Even if the dwelling is located in urban areas, it must be recorded as traditional hut.

Improved Traditional Hut: This refers to the type of housing also common in rural areas that is considered "improved" by the materials used for either the walls and/or the roofing. Some of these huts may have red brick or burnt brick walling and in some cases asbestos or even iron sheets on the roof. They are somewhat like traditional huts but have a relevant improvement that sets them apart from typical traditional huts.

Detached House: This is a housing structure usually split into two or more housing units. Each housing unit is independently detached from other units and stands on its own. It is a structurally separated part of the permanent building by the way it is built, rebuilt or converted.

Flat/Apartment/Multi-Unit: This category refers to a housing structure having a set of rooms and its accessories in a permanent building. It can also be a structurally permanent building by the way it is built, rebuilt or converted.

Semi-detached House: This is a housing structure that is split into two or more housing units. The separate housing unit usually has a set of rooms and its

accessories are not independently defined from the permanent structure and are separated by a wall.

Guest Wing: This refers to a housing structure separated from or part of the main house. The separate housing unit has a room or a set of rooms and its accessories in a permanent structure. It is a private housing unit kept for visitors to stay and have meals without payment.

Cottage built near Main House: This is a housing structure separated from the main house. The separate housing unit has a room or a set of rooms and its accessories in a permanent structure. It is a private housing unit used for visitors to stay and have meals for payment (small hotel).

House attached to/ on top of a Shop: This refers to a living quarter that is part of a commercial building.

Hostel: This refers to a building or living quarter in which certain types of people can live, eat and stay for payment, such as students or young people working away from home.

Non-Residential Building: These buildings are premises in a permanent structure or structures not intended for habitation of people or groups of people. They are usually commercial buildings such as school classrooms, barns, warehouses, etc.

Unconventional dwellings: These dwellings are improvised housing units that are independent or makeshift shelters. They are structures mostly built from waste or salvaged materials and without a predetermined design or plan for the purpose of habitation by one or more households. They are used however, as living quarters although they do not comply with generally accepted standards for habitation. Such quarters are found in suburban shanty areas such as Kantemba, storage container, etc. Structures in shanty areas are **NOT** considered unconventional as soon as they have been built in a planned manner from regular building materials.

Other: This residual category of living quarters includes trailers, boats, tents, caravans, etc. A building may have one or more housing units but not vice versa. Some buildings may not have any housing units because they are exclusively used for non-residential purposes. Although a housing unit is intended for habitation by one household it may be occupied by more than one, or may even be vacant.

Question 1B: How many rooms are occupied by this household?

Note that bathrooms and toilets **should not** be included. For rural areas, count the number of rooms in each hut belonging to the household collectively.

Question 2: On what basis does your household occupy the dwelling you live in?

Find out whether the household lives a house they own, or rented, or is free housing. If rented or free housing-record from whom.

If you find a situation where a household has rented out part of its house and the household who lives in the rented part falls in the sample - record their occupancy status in question 2

as:-

6 'Rented from private persons (landlords)'.

If the household which falls in the sample owns the house they live in - record as:-

1 'Owner - occupied'.

If you come across a household whose occupancy status is not clear – record as:

9 'Other (specify)' and specify their occupancy status on the dotted space provided in the questionnaire.

Rented from local Government (District council): Councils houses. Note that we are not referring to council houses that have been sold but those that are still owned by the council.

Rented from Central Government: These are houses rented from any government department or institution which is not under the council.

Rented from Private Company: Some private company are into estate business. They build houses and rent them out to individuals.

Rented from Parastatal: Examples of parastatals include ZSIC, NAPSA, NHA and ZIMCO.

Rented from private persons (landlord): Renting from an individual.

House owned and provided free by employer: Examples include those who live in Military and Police camps.

Other free housing: Examples include those taking care of houses on behalf of others. They live in the house but do not pay rent. The owner could be a relative or non-relative.

Other (Specify): Any type of housing not described above.

Question 3: How is the rent paid? Is it [...]?

Deducted from salary but paid in full: This refers to a situation in which the rent is deducted from the salary at an economic rate.

Deducted from salary and subsidized by employer: This refers to a subsidised rent. The company pays part or most of it.

Paid directly by the household: This refers to a situation in where the household pays directly to the person who owns the house.

Paid by employer: This refers to a situation in where the employer pays the rent (in whole) directly to the property owner on behalf of the household.

Question 4A: In what installments or period do you pay rent?

Instalment refers to the mode of payment. Some pay every month while others pay a couple of months in advance. Record if the household pays every month, or pays in advance for either two, three or six months. For those who pay in advance for more than six months, record other.

Question 4B: How much rent do you pay per month?

This question asks for the rent that the household is **supposed to be paying**. If, for some reason, the rent is temporarily not fully paid, record the full rent rather than the amount that was actually paid.

If a household rents their dwelling from a private person or private company, questions 4C and 4D must be skipped.

Question 4C: Does this rent include charges for electricity?

For some households, the rent they pay includes electricity. So they do not pay for electricity directly to the electricity supply company, but the ownwer of the house does. Record whether this is the case.

Question 4D: Does this rent include charges for water?

Some households do not pay for water directly to the water utility company or the council. It is already included in the rental charge. Record whether this is the case.

Question 4E: If you were to rent out this house, how much would it fetch per month (excl water and electricity)?

This questions aims at attaching a value to dwellings for which a household is not paying rent or full rent for whatever reason.

In order to do so, ask the respondent to estimate how much rent their dwelling would cost if it was for rent or report the amount of the full rent.

Make sure that expenses on **water and electricity** are **excluded** from estimation.

Question 5A – 5D:

These questions must only be asked to households that own some property. Therefore ask the respondent if the household owns some property. If it does not, **skip** questions 5A-5D.

Ground rates: This is tax on land, paid by land owners.

Property rates: this is tax levied by local governments, based on the value of property you own. Property tax on real estate (buildings) is the main source of revenue for councils.

Mortgage: A loan to finance the purchase of real estate, usually with specified payment periods and interest rates.

Question 6: What kind of building material is /are the [...] of this dwelling made of?

This question is important in assessing the quality of the dwelling the household lives in.

Be observant and mark the answers yourself if you can clearly identify the materials of the dwelling's walls, roof and floor. If you cannot clearly identify them, ask the respondent.

If wall-to-wall carpets cover the floor or if other coverings are stucked to that floor, make sure to find out what is beneath the carpet.

(a) Roof

Asbestos Sheets: These are roofing sheets made from a soft, grey mineral and used as a building material. When made into solid sheets they become good protection or insulation against fire and heat. They are also used for industrial purposes as protection against things.

Asbestos Tiles: These are tiles made from a soft grey mineral and used as a building material. When made into solid tiles they become good protection or insulation against fire and heat. They are commonly used as roofing material in building structures.

Other Tiles/ non-asbestos Tiles: These are tiles made from different types of roofing materials. They are usually smaller than roofing sheets. When made into solid tiles they become good protection or insulation against fire and heat. They are commonly used as roofing material in building structures.

Iron Sheets: These are usually galvanized iron sheets or they can be corrugated. Iron sheets are the lightest roofing materials and can be obtained in length from 1.2 metres to 3.6 metres. Large lengths can be obtained on specific order. They can also be used on walls when flat.

Grass/Straw/ Thatch: This is a traditional roofing material, which works well at angles of 35 degree and more with a thatch thickness of 12 to 15 centimetres. The thatch thickness increases with the decline in angle.

(b) Walls

Pan Brick: This is a mixture of crushed stones, river sand and cement, with a specific amount of water. It can be molded into the shape of a brick and baked under intense heat.

Concrete brick: This is a mixture of crushed stones, river sand and cement, with a specific amount of water. It can be molded into the shape of a brick.

Mud brick: This brick is made of mud and sun dried.

Burnt brick: This brick is put under intense heat, usually on fires, so as to harden.

Pole: This refers to walls made from a stack of wooden poles assembled around a structure.

Pole and dagga: These refer to walls made from a stack of wooden poles assembled around a structure. Smearing dagga or mud between the poles usually reinforces them.

Mud: These walls are made by heaping mud piles on top of each other until the desired structure is achieved.

Grass/straw: This refers to walls made by thatching straw or grass around the structure in order to create a desired enclosure.

Iron sheets: This refers to walls made from flattened iron sheets erected around the structure.

Steel: This refers to walls made from a metal consisting of iron in a strong hard form containing some carbon and sometimes other metals. It is also used as material for cutting tools, machines, etc.

Hardboard: This refers to walls made from strong material made out of fine pieces of wood that are pressed into sheets. These heavy thin boards usually are 4 to 8 millimetres in width.

A mixture of hardboard, tin, plastic, etc.: These are walls made from a mixture of hardboard, tin, plastic or other materials.

(c) Floor

Concrete only: This refers to a situation in which the floor is not covered in with carpets etc.

Covered concrete: This is concrete floor covered by wall-to-wall carpets or other coverings stucked to that floor.

Question 7 and 9: What is the main source of water supply/ drinking water for this household?

Rainwater: This refers to rain collected or harvested from surfaces (by roof or ground catchment) and stored in a container, tank or cistern until used.¹

Unprotected well: This refers to a dug well for which one of the following conditions is true: 1) the well is not protected from runoff water or 2) the well is not protected from bird droppings and animals. If at least one of these conditions is true, the well is unprotected.¹ A well does not require a pump to bring the water to the surface.

Protected well: This is a dug well that is protected from runoff water by a well lining or casing that is raised above ground level and a platform that diverts spilled water away from the well. A protected dug well is also covered so that bird droppings and animals cannot fall into the well.¹ A well does not require a pump to bring the water to the surface.

Borehole/ tubewell: This is a deep hole that has been driven, bored or drilled with the purpose of reaching groundwater supplies. Boreholes/tubewells are constructed with casing or pipes, which prevent the small diameter hole from

¹ Definitions adapted from WHO and Unicef: "Core questions on drinking-water and sanitation for household surveys" (2006).

caving in and protects the water source from infiltration by run-off water. Water is delivered from a tubewell or borehole through a pump, which may be powered by human, animal, wind, electric, diesel or solar means. Boreholes/tubewells are usually protected by a platform around the well, which leads spilled water away from the borehole and prevents infiltration of run-off water at the well head.¹

Unprotected spring: This is a spring that is subject to runoff, bird droppings, or the entry of animals. Unprotected springs typically do not have a “spring box”.¹

Protected spring: This spring is typically protected from runoff, bird droppings and animals by a “spring box”, which is constructed of brick, masonry or concrete and is built around the spring so that water flows directly out of the box into a pipe or cistern, without being exposed to outside pollution.¹

Public tap: Public tap refers to taps set up and meant to be used by several households such as the ones found in George compound, Misisi compound, etc. It does not include taps, which are built at a particular house and are used by neighbours and others. The latter should be recorded as ‘Own tap’.

Own tap: This is defined as a water service pipe connected with in-house plumbing to one or more taps (e.g. in the kitchen and bathroom) or to a tap placed in the yard or plot outside the house.¹

Water kiosk: This is a public water tap run by the water utility company. The public can go to this tap in order to buy water.

Bought from other vendor: This includes water bought from individuals who draw in containers and sale to households that do not have piped water. They mostly use wheelbarrows as the mode of transport.

Bottled water is considered an improved source of drinking-water only when there is a secondary source of improved water for other uses such as personal hygiene and cooking. Production of bottled water should be overseen by a competent national surveillance body

Question 10: Do you treat your drinking water?

Here we are trying to find out whether the water the household drinks is safe.

Question 11: How do you treat your drinking water?

"Treat" refers to the **treatment done by the household** not by the public water system such as the council. It is well known that water from the public system is treated but the household further treats the water to ensure the safety of the water.

If the household purchases safe **drinking water from shops such as spring water**, then the answer to be recorded is “1” for YES.

BOIL: Heating water until it reaches boiling point

ADD CHLORINE: Chlorine is a liquid chemical used for treating water.

Other: Any form of water treatment other than boiling and adding chlorine.

Questions 12: How much on average are you charged for water per month?

These questions asks for the average amount in Kwacha, which the household pays **per month**, regardless of whether the amount is actually paid or not. If the last bill was not fully paid, report the average monthly charges, not the accumulated bill.

Enter **zero** if a household is not obliged to pay for water.

Here we are ONLY interested in knowing how much was spent for household routine activities like bathing, cooking, washing cloths and plates, etc. In view of this, production meant for sale/business should be excluded. Where the respondent is not able to separate water for household consumption and business, just record the total figure and put a comment.

Question 13: What is the main type of energy used for lighting in your household?

Seven possible types of energy for lighting are listed. Record the code corresponding to the main type of energy used for lighting by the household. Note that the households mostly use more than one type of enrgy for lighting. We are only interested in the main type so you should probe to ensure that what you are given is the main type.

Kerosine/paraffin: kerosine also known as paraffin, is a combustible hydrocarbon liquid used as a fuel for heating, cooking and lighting.

Electricity: Its aform of energy observable in positive and negative forms that occurs naturally (as in lightning) or is produced (as in a generator) and that is expressed in terms of the movement electric current or power.

Solar panel: This is energy from the sun that is converted into electrical energy. A solar panel is the device used to trap or harness the energy from the sun.

Candle : A stick of wax with a wick in the middle used for lighting.

Diesel: It's a form of fuel. A fuel is a combustible substance that provides energy in form of heat or power. Examples include wood, coal, gas and oil.

Open fire: Fire is lit in the open to provide light. Most common in villages that are not electrified.

Question 14:What is the main type of energy that your household uses for cooking?

Ten possible sources of energy for cooking are listed. Record the code corresponding to the main type of energy used for cooking by the household. Note that the households mostly use more than one type of energy for cooking. You should probe to ensure that what you are given is the main type.

Collected firewood: Firewood collected from the bush at no cost.

Purchased firewood: Firewood bought from other people.

Charcoal own produced: Charcoal produced by the household itself.

Charcoal purchased: Charcoal bought from other people.

Coal: A natural dark brown to black graphitelike material used as a fuel, formed from fossilized plants.

Crop/livestock residues: For example cow dang and remains of a cob of maize.

Question 15: What is the main type of cooking device used by your household?

Households used various types of cooking devices. Record only the main cooking device that they use. Below is a list of some of the devices.

Stove/cooker

Brazier (mbaula)

Clay stove (mbaula)

Brick/stone stand on open fire

Metal stand on open fire

Vehicle tyre rim

Hot plate without stand

Question 16A: Is your house connected to electricity?

Solar electricity must be included here.

Questions 16B: How much on average are you charged for electricity per month?

See question 14 on electricity and answer accordingly.

Question 17A: What is the main type of toilet facility for this household?

The definitions of the types of toilets are according to the World Health Organisation (WHO).

A **flush toilet** uses a cistern or holding tank for flushing water, and a water seal (which is a U-shaped pipe below the seat or squatting pan) that prevents the passage of flies and odours. A pour flush toilet uses a water seal, but unlike a flush toilet, a pour flush toilet uses water poured by hand for flushing (no cistern is used).

Probe whether the household uses its own flush toilet, its neighbours or a communal one.

Pit latrine: This refers to a system that flushes excreta to a hole in the ground or leaching pit (protected, covered).

A **pit latrine with slab** is a dry pit latrine that uses a hole in the ground to collect the excreta and a squatting slab or platform that is firmly supported on all sides, easy to clean and raised above the surrounding ground level to prevent surface water from entering the pit. The platform has a squatting hole, or is fitted with a seat. Probe whether the household uses its own pit latrine, its neighbours or a communal one.

Bucket/ Other container: refers to the use of a bucket or other container for the retention of faeces (and sometimes urine and anal cleaning material), which are periodically removed for treatment, disposal, or use as fertilizer.

An aqua-privy consists of a latrine constructed above, or adjacent to, a watertight tank which contains liquid effluent. The excreta drops into the tank through a vertical pipe. This pipe should extend at least 75 mm into the liquid so that a water seal is formed.

NONE (no toilet facility): includes defecation in the bush or field or ditch; excreta deposited on the ground and covered with a layer of earth (cat method); excreta wrapped and thrown into garbage; and defecation into surface water (drainage channel, beach, river, stream or sea).

Question 17B: If flush/ pour flush: Where is sewerage piped into?

Only ask this question if the household mainly uses a flush or pour flush toilet facility.

Piped sewer system: This is a system of sewer pipes, also called sewerage, that is designed to collect human excreta (faeces and urine) and wastewater and to remove them from the household environment. Sewerage systems consist of facilities for collection, pumping, treating and disposing of human excreta and wastewater.

Septic tank: This is an excreta collection device consisting of a water-tight settling tank, which is normally located underground, away from the house or toilet. The treated effluent of a septic tank usually seeps into the ground through a leaching pit. It can also be discharged into a sewerage system.

Pit latrine: This refers to a system that flushes excreta to a hole in the ground or leaching pit (protected, covered).

Question 18: What is the main method of garbage disposal that this household uses?

Record the main method the household uses to dispose its garbage.

REFUSE COLLECTED: Situation a company collects refuse from the house on specific days. This is usually done at a weekly or monthly fee.

PIT: Refuse is disposed in a pit dug within or outside the yard.

DUMPING: Situation where refuse is thrown in a place which is designated for waste.

BURNING: The act of subjecting the refuse (waste) to excessive heat so that it can be consumed by the heat.

SECTION 9: HOUSEHOLD ACCESS TO FACILITIES

Question 1: Do you know where the nearestis located?

These facilities are those which are nearest to the household: irrespective of whether any member of the household uses them or not. In the first row for instance, you have to find out the distance to the nearest food market from where the household stays, irrespective of whether the household's food and other commodities are purchased from there or not.

Facilities referred to in this section need not be conventional ones. Examples are postal agencies as opposed to a fully fledged post office, a primary school that only goes up to grade four, a basic school, a partial clinic, a bus stop that is not official, etc. Record the distance to the nearest facility whether this facility is conventional or not and being used by the household or not.

Food market: Is a well-defined or organised central point/place where buying and/or selling of food takes place. It need not be an official market

Exclude: Street Vendors/hawkers if they are not operating from a central place.

Question 2: How far is it to the nearest?

Example: A household living in Kabwata Estates purchases its supplies from Kamwala market, which is further away than Kabwata Market. The distance you will record for the food market is that to Kabwata market even if the household does not use it.

In villages, the distance to the nearest facility can be obtained from a knowledgeable person like a schoolteacher, student, religious leader etc if the household head is not knowledgeable. Or alternatively, you can estimate the distance by finding out where exactly the facility is located. Distances should, as much as possible, be obtained for a village or location as a whole so that you will not need to ask each household in the village or location for this information. If you have problems in estimating distances to various facilities, seek the help of your supervisor. You may need to estimate the distances together using the speedometer of a vehicle or by looking for a knowledgeable person who knows the distances.

Question 3: Do you use this facility?

Record 1 if the household uses the facility and if not, record 2 and skip to question 6.

Question 4: Normally, by what means do you get there?

Record the mode of transport used to get to the facility. If the answer given by the respondent does not fall in any of the categories, record code 7, Other.

Question 5: Normally how long does it take you to get there?

We are asking for the time it takes to reach the facility in question.

Question 6: What is the reason for not using the facility?

For those who they do not use the facility in Q3, find out why and record accordingly.

SECTION 10: AGRICULTURAL PRODUCTION

Question 1: Did any member of this household grow or anybody grow on their behalf any food crops in the last agricultural season, that is, between the period October 2008 and September 2009?

The last agricultural season refers to the most recent agricultural season before the date of the interview. In respect to the LCMS VI, the last agricultural season started on 1st October 2008 and ended on 30th September, 2009.

For the purposes of this survey; both active involvement in the growing of crops, and also growing done by others but on the behalf of the listed household. The idea is to capture all the sources of income or livelihood of the household regardless of location or management of the source within Zambia. In other words, the household does not necessarily have to physically grow crops as long as the activities are accruing to them.

Question 2: Did any member of this household or anybody grow on their behalf any.... during the last agricultural season?

Amongst the crops for which this question will be asked is hybrid maize and local maize. **Hybrid maize** is non-traditional maize. It is a high yielding or early maturing or disease resistant type of maize like Pioneer, MM604, MM10 etc. Hybrid maize that has been replanted is no longer hybrid maize and should therefore be recorded as local maize. **Local maize** is traditional maize, usually planted from own produce.

In addition to hybrid and local maize, the following crops will be asked about: -

- Cassava
- Millet
- Sorghum
- Rice
- Mixed beans
- Soya beans
- Sweet potatoes
- Irish potatoes
- Groundnuts

Question 3: What was the area planted under this crop?

If the household planted several fields, add up and give the total in hectares, acre or limas according to the unit of measurement the respondent/s uses. Remember to indicate the unit in which the area has been given. The information will be vital for conversions. It must be noted that in identifying a field, the main features should be that the land must have had crops planted on it. This should be the actual area under crop.

For perennial crops like cassava, as long as the plant is in the field, it should be captured regardless of when it was planted, even if it was two years ago.

Question 4: From what you planted, what quantity ofdid all the members of the household harvest?

Please note that the units of harvest are not the same for all crops. Some crops are to be measured in 90kg bags, others in 80kg bags and yet others in 10kg bags. Ensure that the correct unit is used for measuring harvest and sales of various crops. Rice and groundnuts weigh about 80kg when packed in a 90kg bag.

For perennial crops like cassava, record only what was harvested in the last agriculture season, that is the period between October 2008 and September 2009.

Question 5: What quantity of...did the household sale?

Record the quantity of crop that the household sold. Remember to also indicate the unit in which the quantity is being reported.

Question 6: How much was realised from the sale of.....?

Record, in kwacha, the amount of money realised from the sale of the crop.

Question 7 - 9:

Questions 7 to 9 are similar to Questions 2 – 4. The only difference is that for Q7 - 9, we are asking for information about non-food crops. Non-food crops are those that one cannot consume directly. For instructions on how to record, refer to questions 2 – 4.

Question 10: Ownership of livestock

These questions ask about ownership of livestock. Ownership refers to all the livestock owned by the household jointly, even those that are being raised or used by someone else. Please record the total number owned by the household members jointly regardless of the type. That is, record all dairy cattle, beef cattle and traditional cattle together. For goats and sheep, record the total number of any kind owned by each individual in the household. For the pigs record both exotic and traditional pigs.

Questions 11: Ownership of poultry

These questions ask about poultry. Record all types of chicken that is, broilers, layers, parent stock of chicken, and traditional chicken. Also record the total number of ducks and geese and guinea fowls owned by the household jointly in the appropriate columns. Other poultry includes, turkeys, rabbits, and pigeons. Make sure that the total number owned of other poultry is recorded.

Questions 12.1 – 12.3 relate to fish farming.

In Q12.1, establish whether any household member is involved in fish farming. In Q12.2, record the quantity of fish that that the household harvested in the last twelve months and record the revenue realised from the sale of fish in Q12.3.

These questions relate to costs and expenses incurred during the last agriculture season, that is, the period between October 2008 and September 2009, for the production of crops.

Question 13: Did you use /incur during the last agriculture season?

Establish whether the household incurred any costs or expenses related to the items listed during the specified agricultural season.

Question 14: How much was spent in cash and in kind on..... during the last agriculture season?

For households that incurred costs, record the actual cost incurred. For those who give paid in kind, convert to cash equivalent.

Question 15: What was the source of the?

Record the source where the household purchased the specified item.

Question 16: Was/were the..... obtainable/available during the last agricultural season when needed?

This question is trying to establish whether the specified item was available to them at the very time they needed it. Record appropriately.

Question 17: Why was the Unobtainable?

If the specified item was unobtainable, find out the reason why and record.

Question 18 – 22

These questions relate to costs and expenses incurred during the last agriculture season, that is, the period between 1st October 2008 and 30th September 2009, for the production of livestock and fish farming. For instructions on how to record, refer to questions 13 – 17.

SECTION 11A: HOUSEHOLD EXPENDITURE

PURPOSE: This section aims at collecting information on the **consumption of various food and non-food items out of purchases, own production and gifts** over different reference periods.

Make sure that the respondent excludes expenditure on production or gifts for hosting or attending large events like weddings or funerals for example.

There is only **one reference period for each item.**

For each item, only **one answer per question** is possible.

Ask question 1 - question 7 for each item before you continue with the next item.

Three **reference periods** are applied in this section for the following item categories and their subcategories respectively:

Last 2 weeks for: Frequent Food (the only exception is maize).

Last month for: Non Frequent Food
Housing Expenditures
Hygiene
Transport
Communication
Other

Last year for: Education
Health
Water
Clothing
Financial Services

The reference period refers to the last 2 weeks/ last month/ last year **from now:**

The **last two weeks** refer to the two weeks prior to the date of enumeration.

The **last month** refers to the 30 days prior to the date of enumeration. If the enumeration for a particular household takes place on 24th November, the reference period is from 24th October to 23rd November.

The **last year** refers to 12 months prior to the date of enumeration, e.g. if the enumeration for a particular household takes place on 24th November 2009, the reference period is from 24th November 2008 to 23rd November, 2009.

Generally, the reference period is indicated:

- 1) In the header
- 2) In the filter question
- 3) In the first question of each question "block" (purchases, own production and gifts)
- 4) Next to the headings of the sub-categories (see Figure 3)

Figure 3:

| PURCHASES | | | | | | |
|---------------------------|---|--|---|-----------|--|-----------------------------------|
| | Q1 | Q2 | Q3 | | | |
| 1) LAST 2 WEEKS | Was [ITEM] purchased/consumed/ received during the last 2 weeks? 2) | During the last 2 weeks, how much did your household spend on [ITEM]? (IN TOTAL) | How many [UNITS] of [ITEM] did your household purchase for that amount? | | | During week [UNI prod your! const |
| READ OUT | YES 1 | | | | | |
| | NO 2 | | | | | |
| | >> NEXT ITEM | | | | | |
| | DONT KNOW 98 | | | | | |
| FILL IN PER ROW | >> NEXT ITEM | | | | | |
| | REFUSED 99 | | | | | |
| | >> NEXT ITEM | VALUE IN KWACHA 4) | QUANTITY | UNIT CODE | | QUA |
| Pulses and Legumes | | | | | | |
| DURING LAST 2 WEEKS | | | | | | |
| 25 | Fresh beans (excl Green | | KW | | | |

NOTE: In the case of shelled and unshelled maize grain, breakfast mealie meal, roller meal, hammer mealie meal, pounded maize meal and the cost of milling (items 1-7) the reference period is one month (last 4 weeks):

Eq ask: "During the **last month**, how much did your household spend on unshelled maize

| Section 11A: Household Expenditure | | I am now going to find out how much this household spent on different items as | | | | | | GIFTS, FOOD FOR WORK, RELIEF FOOD | | |
|------------------------------------|---|--|---|--|--|---|--|-----------------------------------|-----------|-----------------|
| | | PURCHASES | | | OWN PRODUCTION | | | | | |
| LAST 4 WEEKS | Q1 | Q2 | Q3 | Q4 | Q5 | Q6 | Q7 | | | |
| | Did this household purchase/consume/receive..... during the last 4 weeks? | During the last 4 weeks, how much did your household spend on [ITEM]? (IN TOTAL) | How many [UNITS] of [ITEM] did your household purchase for that amount? | During the last 4 weeks, how many [UNITS] of own produced [ITEM] did your household consume? | How much would this [ITEM] cost if you were to buy it? | During the last 4 weeks, how many [UNITS] of [ITEM] did your household receive without payment? | How much would this [ITEM] cost if you were to buy it? | | | |
| READ OUT | YES | 1 | | | | | | | | |
| | NO | 2 | | | | | | | | |
| | >> NEXT ITEM | | | | | | | | | |
| | DONT KNOW | 3 | | | | | | | | |
| FILL IN PER ROW | >> NEXT ITEM | | | | | | | | | |
| | | VALUE IN KWACHA | QUANTIT Y | UNIT CODE | QUANTIT Y | UNIT CODE | VALUE IN KWACHA | QUANTIT Y | UNIT CODE | VALUE IN KWACHA |
| Cereals DURING LAST 4 WEEKS | | | | | | | | | | |
| 1 | Maize grain unshelled | | | | | | | | | |

QUESTIONS ON QUANTITIES

(Q3, Q4, Q6, Q10, Q11, Q13)

Questions on quantities are to be answered using **pre-coded unit codes** (see Figure 4). These unit codes can be found on the right handside of Q7 on each page of two weekly food expenditure section.

Example 1 (see Figure 4):

A household consumed two 10 kg bags of some item during the last 2 weeks.

Choose the unit "10kg bag" out of the units listed in figure 3 and write the corresponding code: "B10" in the answer box. Because the household consumed two 10 kg bags, write "2" in the answer box for quantity.

Example 2 (see Figure 4):

A household consumed one and a half litre/ 1500 millilitre of some item during the last 2 weeks.

In this case, you can either use the unit litre or millilitre. If you choose litre, the corresponding quantity is 1.5. If you choose millilitre, the corresponding quantity is 1500.

Figure 5:

| | |
|---|------------------------|
| During the last 2 weeks, how many [UNITS] of home produced [ITEM] did your household consume? | |
| QUANTITY | UNIT CODE |
| 2 | B10 |
| Either: | 1.5 LT |
| Or: | 1500 ML |
| Either: | 1.25 T20 |
| Or: | 2.5 T10 |

Figure 4:

| UNIT CODES | UNITS |
|------------|---------------|
| B90 | 90 KG BAG |
| B50 | 50 KG BAG |
| B25 | 25 KG BAG |
| B10 | 10 KG BAG |
| T20 | 20 LITRE TIN |
| T10 | 10 LITRE TIN |
| T5 | 5 LITRE TIN |
| P | PIECE/ NUMBER |
| KG | KILOGRAMS |
| GR | GRAM |
| LT | LITRE |
| ML | MILLILITRE |
| BOT500 | BOTTLE 500 ML |
| BOT750 | BOTTLE 750 ML |
| BOT2.5 | BOTTLE 2.5 LT |
| BP | BP |
| HP | HEAP |
| PL | PLATE |
| CU | CUP |
| GAL | GALLON |
| BK | BUCKET |
| BD | BUNDLE |
| MD | MEDA |
| OT | OTHER |

Example 3 (see Figure 4:)

A household consumed one 20 litre tin and half a 10 litre tin of some item during the last 2 weeks.

As you can only use one unit code per item, you need to transform this consumption either into 20 litre tins or in 10 litre tins, whatever you are more comfortable with. In this case the household consumes 1.25 20 litre tins (code "T20") or 2.5 10 litre tins (code "T10").

If the household states a unit that is not represented in the pre-coded unit list, try to convert the stated unit into a pre-coded one! Only if this is really not possible, chose unit "other" and fill in code "OT".

ANSWER BOXES THAT MUST NOT BE FILLED OUT

There are two kinds of answer boxes indicating that these must not be filled in and the corresponding questions not be asked accordingly:

- 1) This is mainly used to prevent specification on quantities for "other" items. In these cases for example, only the value of the corresponding items is of interest.
- 2) This is used for the non-food items of the category "housing expenditure 1".
- 3) This also means you should not ask the question on that specific item.

There are three "blocks" of questions for each food item: 1) Purchases
2) Own production
3) Gifts, food for work, relief food

Figure 6:

Section 12A: Household Expenditure

| | | PURCHASES | | | OWN PRODUCTION | | | GIFTS, FOOD FOR WORK, RELIEF FOOD | | | | | | |
|----------------------------|--|--|-----------------|---|----------------|---|-----------|---|----------|---|-----------------|---|-----------|-----------------|
| LAST 2 WEEKS | | Q2 | Q3 | | Q4 | | Q5 | Q6 | | Q7 | | | | |
| Q1 | | During the last 2 weeks, how much did your household spend on [ITEM]? (IN TOTAL) | | How many [UNITS] of [ITEM] did your household purchase for that amount? | | During the last 2 weeks, how many [UNITS] of home produced [ITEM] did your household consume? | | How much does this amount of [ITEM] cost on your local market? (IN TOTAL) | | During the last 2 weeks, how many [UNITS] of [ITEM] did your household receive without payment? | | How much does this amount of [ITEM] cost on your local market? (IN TOTAL) | | |
| READ OUT | | YES | | | | | | | | | | | | |
| FILL IN PER ROW | | NO | | | | | | | | | | | | |
| | | DON'T KNOW | | | | | | | | | | | | |
| | | REFUSED | | | | | | | | | | | | |
| | | | VALUE IN KWACHA | QUANTITY | UNIT CODE | QUANTITY | UNIT CODE | VALUE IN KWACHA | QUANTITY | UNIT CODE | VALUE IN KWACHA | QUANTITY | UNIT CODE | VALUE IN KWACHA |
| Pulses and Legumes | | | | | | | | | | | | | | |
| DURING LAST 2 WEEKS | | | | | | | | | | | | | | |
| 25 | Fresh beans (excl Green beans) unshelled | 2 | | | | | | | | | | | | |
| 26 | Fresh beans (excl Green beans) shelled | 1 | 8000 KW | 2 KG | 0 | 0 | 0 KW | 500 | GR | 2000 KW | | | | |
| 28 | Soy beans shelled | 1 | 7000 KW | 0.5 KG | 0 | 0 | 0 KW | 0 | 0 | 0 KW | | | | |

Question 1: Was [ITEM] purchased/ consumed/ received during the last 2 weeks?

If this filter question is answered with “YES” (code 1), fill in **each answer box for Q2-Q7 for that item** (see example 5).

If this filter question is answered with “NO” (code 2), “DON’T KNOW” (code 3) **skip question 2 – question 7** for the item in question, i.e. **go straight to the next item** without filling in any answer boxes of question 2 - question 7 for the item that is skipped.

PURCHASES:

Question 2: During the last 2 weeks, how much did your household spend on [ITEM]? (In total)

Question 3: How many [UNITS] of [ITEM] did your household purchase for that amount?

These questions refer to **purchases**.

Question 2 asks about the total amount of Kwacha spend on **purchases** of each item during the last 2 weeks.

Question 3 asks about how many units of this item were purchased for the amount of money stated in question 2. Choose a unit from the unit list (see “Questions on Quantities”) and report the corresponding quantity.

OWN PRODUCTION:

Question 4: During the last 2 weeks, how many [UNITS] of home produced [ITEM] did your household consume?

Question 5: How much would this amount of [ITEM] cost if you were to buy it??

These questions refer to a household’s own **production**.

Question 4 and 5, in contrast to the questions 2 and 3 on purchases, specifically refer to the units of items that were **produced AND consumed** within the last 2 weeks.

In order to attach a value to this amount of own production, question 5 asks how much this amount would cost on the respondent’s local market.

NOTE: the order of this question is different from that for purchases as it is asked about the quantity first and the value in Kwacha afterwards.

GIFTS, FOOD FOR WORK, RELIEF FOOD:

Question 6: During the last 2 weeks, how many [UNITS] of [ITEM] did your household receive without payment?

Question 7: How much would this amount of [ITEM] cost if you were to buy it?

A household might be a recipient of free food either from other households or donor organisations, which is reported here.

Equally to the question on purchases, question 6 refers to the total quantity of items that a household **received**, rather than the quantity the household actually consumed out of these gifts.

Example 4 (see Figure 6:):

During the last 2 weeks, the household did not consume, produced nor received any unshelled fresh beans as a gift.

As the household did not consume unshelled fresh beans, fill in code 2 for "NO" in Q1. Skip Q2-Q7 for that item and go to the next item. Leave the answer boxes for Q2-Q7 blank.

Example 5 (see Figure 6:):

A household purchased 2 kilograms of shelled fresh beans during the last 2 weeks. For the 2 kg, they paid K8000 in total. The household produced shelled fresh beans for storage and received 500 grams without payment. These 500 grams would cost K2000 on their local market.

Fill in code 1 for "YES" in Q1. Fill in "8000" in Q2. Fill in "KG" Q3, which is the unit code for kilograms. As the household purchased two kilograms, the corresponding quantity is "2". As this household did not consume their production but stored it, fill in zero in each answer box of Q4 and Q5 (because both questions specifically ask for consumption out of own production). For the fresh beans received as a gift, fill in "500" as quantity and "GR" as unit in Q6 and "2000" in Q7.

Example 6 (see Figure 6:):

A household consumed shelled soy beans during the last 2 weeks. It purchased a 2.5 litre tin of shelled soy beans for the price of K7000 and did neither produce nor receive any soy beans for free.

Fill in code 1 for "YES" in Q1. Report "7000" in Q2. As a 2.5litre tin is not listed in the pre-coded unit list, it must be transformed into a unit that is represented. In this case you can transform the 2.5litre tin in half a 5 litre tin so fill in "0.5" in Q3 for quantity and "T5" as unit code for a 5 litre tin. Because of the lack of consumed own production and received gifts, fill in the answer boxes of Q4-Q7 with zeros.

Last Month: Non frequent Food, Housing Expenditures, Hygiene, Transport, Communication, Other

Generally, for items with a **reference period** of **one month**, it is **only** asked about **purchases and gifts**. Furthermore for **non food items**, it is **only** asked about the **value in Kwacha** and **NOT** about **quantities** anymore.

The only **exceptions**, for which it is also asked about own production are: Salt, spices, and cooking oil.

Example 7 (see Figure 7):

A household produced and consumed charcoal during the last month. It did neither purchase nor receive any charcoal for free. It produced two 50kg bag of charcoal that would have cost K20,000 on their local market.

In this case, fill in "1" for YES in Q8. Because the household did not purchase any charcoal, fill in "0" in Q9. The answer boxes for Q10 and Q11 indicate that they must not be filled out in the case of charcoal so do not ask the corresponding questions and leave the answer boxes blank even though you have information on the quantities produced. Fill in "20,000" in Q12 and "0" in Q13 and Q14.

Figure 7

| Section 11A: Household Expenditure | | PURCHASES | | | | OWN PRODUCTION | | GIFTS, FOOD FOR WORK, RELIEF FOOD | | |
|------------------------------------|---|--|---|-----------|--|----------------|--|---|-----------|--|
| | Q8 | Q9 | Q10 | | Q11 | | Q12 | Q13 | | Q14 |
| LAST 4 WEEKS | Did this household purchase/consume/receive..... during the last 4 weeks? | During the last 4 weeks, how much did your household spend on [ITEM]? (IN TOTAL) | How many [UNITS] of [ITEM] did your household purchase for that amount? | | During the last 4 weeks, how many [UNITS] of own produced [ITEM] did your household consume? | | How much would this [ITEM] cost if you were to buy it? | During the last 4 weeks, how many [UNITS] of [ITEM] did your household receive without payment? | | How much would this [ITEM] cost if you were to buy it? |
| READ OUT | YES | 1 | | | | | | | | |
| | NO | 2 | | | | | | | | |
| | >> NEXT ITEM | | | | | | | | | |
| | DONT KNOW | 3 | | | | | | | | |
| FILL IN | >> NEXT ITEM | | | | | | | | | |
| PER ROW | | VALUE IN KWACHA | QUANTIT Y | UNIT CODE | QUANTIT Y | UNIT CODE | VALUE IN KWACHA | QUANTIT Y | UNIT CODE | VALUE IN KWACHA |
| Other non frequent | | DURING LAST FOUR WEEKS | | | | | | | | |
| 138 | Charcoal | 1 | 0 | | | | 20,000 | | | |

Last year: Education, Health, Water, Clothing, Financial Services

HOUSING EXPENDITURE

Rent of dwelling: If household does not pay rent, ask the respondent to estimate the rent that the household would have to pay if the dwelling was for rent and report estimation.

EDUCATION EXPENSES

ANSWER SEPERATELY FOR 1st, 2nd and 3rd SCHOOL TERM OF 2009

The first, second and third **school terms** are from January-April, May-August, and September-December 2009, respectively, for both **primary** and **secondary school**. For colleges, **universities** and some **private schools** all school fees paid from January to enumeration date, 2009 should be recorded in the term they were paid, even though they cover all terms.

In case of a household with **more than one member going to school**, add up the amounts spent on the above items for all school going members.

184 School Fees: Ask respondent to include boarding fees, tuition paid to school/college/university, registration fees, etc. Tuition referred to under 'school fees' is different from private tuition.

185 Contribution to School/PTA: This includes payments made by school going members of the household to school projects and PTA funds.

186 Private Tuition: This refers to a tuition fee incurred outside the normal school arrangements such as engaging a teacher to have extra sessions with a member of the household. **Note** that the other form of tuition paid to the institution where a person goes to school has been taken care of under school fees.

188 Stationery: This constitutes the accessories/instruments a member of the household uses for the purposes of writing and drawing such as notebooks, mathematical sets, pens, pencils, erasers, sharpeners, rulers, etc.

189 School Uniforms: This includes school items such as shoes, socks, jersey/jacket, neck-tie and badges etc for school purposes.

190 Other School Expenses: This includes all other expenses not covered by the items above, like cash-payments to members of the household that are temporarily away in order to attend school for example.

MEDICAL EXPENSES

Record the amount in Kwacha against each medical expenditure item.

191 Medication (purchased privately): This includes both traditional medicines and those bought from shops/chemists etc, although fees for traditional healers, doctors etc are recorded separately.

CLOTHING

Generally refer to both new and second hand clothes such as dresses, jackets, trousers, shirts, T-shirts, etc.

207 Fabric/Material: This refers to unmade clothing fabric bought for the purposes of making something to wear out of them.

208 Tailoring Charges: These refer to the amount of money spent on paying tailors to make clothes.

SECTION 11B: REMITTANCES

Remittances are transfers in cash or in-kind **from one household to another**. In this section, the value given in Kwacha both for the remittances paid in cash or in-kind are asked for. Thus you should give the **value of remittances paid in-kind** based upon the price of such an item within that particular locality.

Note that remittances **do not include transfers to household members** even if they are temporarily away.

Example 1 (see Figure 8:):

During the last year, a household transferred a total of K120,000 to relatives living in Zambia and not belonging to the respondent's household. K70,000 **out of** the K120,000 was transferred to persons living in urban areas while the rest (K50,000) was transferred to persons living in rural areas.

Note: Make sure to fill in question 18 that you find in the header.

As soon as filter question 18 is answered with "YES", fill in every answer box of Q19 and Q20 for all rows 1-4.

In this case, fill in "1" for YES in Q18. In row 1, fill in "120000" in Q19 and "0" in Q20. In row 2, fill in "70000" in Q19 and "0" in Q20. In row 3, fill in "50000" in Q19 and "0" in Q20. In row 4, fill in "0" in Q19 and Q20 as no remittances were send to persons outside Zambia.

Figure 7:

| Section 11 B: Remittances | | CASH REMITTANCES | | IN-KIND REMITTANCES | | | |
|---------------------------|-----|--|---|---|--|--|--|
| | | Q18 | | Q19 | | Q20 | |
| LAST YEAR | | During the last year (2009), did your household send remittances in cash or in-kind? | | During the last year (2009), how much did your household spend on cash remittances [...]? | | During the last year (2009), what was the value of remittances paid in-kind [...]? | |
| READ OUT | | YES | 1 | | | | |
| | | NO | 2 | | | | |
| | | >> NEXT SECTION | | | | | |
| | | DONT KNOW | 3 | | | | |
| FILL IN PER ROW | | >> NEXT SECTION | | | | | |
| | | | | VALUE IN KWACHA | | VALUE IN KWACHA | |
| | | CODE | 1 | | | | |
| | | In total | | | | | |
| REMITTANCES | 215 | To persons in rural areas of Zambia (excl any member of the household) | | 120000 | | 0 | |
| | 216 | To persons in urban areas of Zambia (excl any member of the household) | | 70000 | | 0 | |
| | 217 | To persons outside Zambia | | 50000 | | 0 | |
| | | | | | | | |

SECTION 12: DEVELOPMENTAL ISSUES AND SOCIAL FUND IMPACT

This section is meant to collect information on community needs and the type of development that has taken place in various communities. The section is particularly focused on comparing how areas where developmental-projects have taken place are faring compared to other areas. The government in collaboration with other stakeholders has set up institutions in various line ministries with the mandete to help in the rehabilitation of existing infrastructure such as schools, health centres, etc and also the building of new infrastructure, and providing micro-credit to the poor.

Question 1: Which social and economic facilities would like provided and which would you like improved in this community including what directly affects your household? Please list them in order of importance.

The list of possible choices are listed in Appendix XII. Social and economic facilities include schools, health facilities, roads, water supply, job opportunities, input market, food market, inputs, credit facilities, etc.

Let the respondent (preferably head or spouse in this case) provide you with the answers in terms of what they require, in order of importance with choice 1 being the most important. Then code the choices given using the codes provided in Appendix XII.

The respondent can list up to four choices maximum. However, some households will have less than four choices or even none. Ensure that this question is answered by either the head or spouse. The respondent however is free to consult other members of the household on what the household requires in form of social and economic facilities.

[Please turn over to Appendix XII]:-

A long list of Social and Economic facilities which concern households living conditions is provided. The list has been set-up according to categories for ease of reference.

Always find out whether or not the respondent means providing a facility that does not already exist or rehabilitating an already existing one and record the answers appropriately.

Below are explanations of some of the Social and Economic facilities:-

When a respondent gives the answer "Lack of agricultural inputs" - Probe further to find out the reason why they lack the inputs. Is it because they cannot afford them, or the inputs are not readily available on the market or what? Record the correct answer.

Agricultural marketing facilities: Is the whole process of buying and selling agricultural produce.

Credit facilities: Refer to institutions which provide money for borrowing.

More primary/secondary places to be available: Is where the respondent feels the current school places are not enough and therefore more places must be made available.

Employment opportunities to be provided (jobs should be provided): Differs from the next item in that in the former case there are no jobs or employment opportunities available in that community whereas the latter case refers to a situation where employment opportunities are available but the household feels that they are not enough.

Hammermill: Means 'chigayo' in the local language.

Housing/Accommodation needed: Is where a respondent feels that their housing or accommodation is not adequate. Perhaps the house is too small for their household or they share accommodation with other households, etc.

Housing/Accommodation currently occupying to improve: Implies the respondent feels the housing they are currently occupying is below a standard they wish to live in, or is dilapidated, etc.

Housing/Accommodation should be provided: This is where in general, the respondent feels there should be more housing available to the community in form of numbers.

Housing/accommodation should improve: This is where in general, the respondent feels the housing currently available should improve in standard.

Affordable housing: Implies the household wishes to have affordable housing. They feel that the current housing available is expensive.

Security to improve: Implies the household generally feels that the current security situation in their community is not safe. Maybe they have had several burglaries or muggings in their community and do not feel secure. This is opposed to the two former items which relate specifically to the desire for police services or improved police services.

Water supply facilities: If the household simply says; "We would like water to be provided" - probe further and find out what kind of water facilities they need/desire and record appropriately. Do they need a well, borehole, or piped (tap) water, or what?

Food and other consumer goods issues: If the household simply says; "We need food" - probe further and ask in what form; relief food, own food or what? Relief food is free food given out to hunger stricken areas. If they emphasise that they "simply need food" then record code 60 (food required).

Some of the facilities are explained under questions 2.

Questions 2: Have the following projects or changes occurred in your community in the last 12 months?

2.1 – 2.34 is a list of developmental projects or changes. For each, ask the respondent whether the project or change had occurred in their community in the last twelve months.

Questions 3: To what extent has this activity/project improved the way you live?

Questions 2 and 3 are concerned with knowing the extent to which development has or is taking place in various communities.

A List of 27 types of projects or changes are included which affect the living conditions of households.

The reference period for questions 2-3 is 'in the last 12 months.

Grading of road implies rehabilitating or maintaining an existing gravel road.

Tarring of road implies placing tarmac on an existing gravel road or resurfacing an existing tarred road.

Piping of water implies putting up new water taps either public or to individual households where they didn't exist before.

Water supply rehabilitated or improved implies repairing or restoring of an existing water system which had ceased functioning or was not adequate or had broken down.

Transport service includes both public and private service.

Sanitation has to do with disposal of human and other waste.

Agriculture inputs include fertilizers, seeds, and farm implements including farm machinery.

Consumer goods include general household merchandise such as food, drinks, detergents, shoes, clothes, kitchenware, etc.

Credit facilities refer to availability of lending institutions such as banks, credit coordinators (such as CUSA), etc, where the community has access to borrowing money for either business, agricultural ventures or personal use.

Agriculture extension services refer to the provision of information or demonstrations/training on agriculture production in such areas as crop management, livestock production and management, marketing, etc.

Agriculture extension is normally provided by the Ministry of Agriculture extension workers but is also provided by other institutions such as PAM.

Veterinary services refer to the provision of facilities such as dipping tanks, vaccines and other requirements for livestock and poultry.

SECTION 13: CHILD HEALTH AND NUTRITION

This section of the questionnaire shall be administered to every child between the ages 0 through 59 months who is a usual member of the household. There shall be one column filled-in per child. Even for newborn babies the section shall be administered. This section of the questionnaire should be answered by an adult member of the household in the following order of preference: (a) Mother of child, (b) Female spouse (those two might of course be the same person in many cases), (c) Head of household and (d) Any other knowledgeable person.

Ask for the child's/children's under-five clinic card/s before asking questions on this section, for all children who are aged below five years and are usual members of the household. If the cards are not available for some or all the under-five children, you should still go ahead and ask the questions.

Question 1: PID of child

Record the PID of the child in this column. You will get this number from the household roster.

Question 2: PID for child's biological mother?

Record the PID of the child in this column. You will get this number from the household roster. If the biological mother of the child is not a member of the household you are interviewing, record 88.

Question 3: Name of child?

Write the name of the child in this column. You will also get this name from the household roster. This name should correspond to the PID in the roster.

Question 4: Date of birth of child?

If the under-five clinic card is available, copy the date of birth from there. If it is not available, the respondent will have to provide this information. Almost all persons who have been to school know the age and date of birth of their children, while some illiterate and the very old do not. Ask such a person if any special events happened during the year the child was born, or the year before or even the year after the child was born. Record the date of birth of the child being enumerated. That is the date, month and year.

For example, if the child was born on the 3rd October 2005, enter;

| | |
|---|---|
| 0 | 3 |
| 1 | 0 |
| 0 | 5 |

It is of utmost importance that the correct age in months is recorded for those children between 0-59 months. If this age is not correct, it will have serious implications for the assessment of different forms of malnutrition.

The age given in section 1 will be checked against the date of birth in this section for children aged below five years in order to collect the correct age in months of the children.

When editing the questionnaire ensure that there is this consistency.

Question 5: Is...being breastfed now?

For child under five, record whether they are being breastfed or not.

Question 6: How long after birth did you put....to the breast?

Some mothers only take hours before they put their child to the breast for the first time while for others it could take days. Record how long it took for the mother to breastfeed the child for the first time.

Question 7: In addition to breast milk, is...fed on any of the following?

In addition to breast milk, record whether the child is fed foods like other milk other than breast milk, water, other fluids and solids.

Question 8: Has....ever been breastfed?

For child under five who are currently not being breastfed, record whether they have ever been breastfed or not.

Question 9: For how many months did you breastfeed?

Record how long in months the child was breastfed.

Question 10: At what age (in months) did you first give... water or other fluids or food?

If the child is given gripe water regularly this should be considered as the child is being given fluids.

Question 11: How many times is...currently given solid foods in a day?

Solid foods include nshima. Rice, potatoes, porridge, cerelac, other cereals, vitaso, custard, etc. record how many times the child is given such foods.

Question 12: Is...under five clinic card available?

Find out whether the under five clinic card for the child is available. This question applies to all eligible children. If the number of children aged below five years is more than five, use another questionnaire.

For children whose under five clinic cards are available, ask for the card and record the information direct from the card to the questionnaire. For children whose cards are not available, skip to question 13.

Note that question 13 – 17 only apply to child without clinic cards.

Question 13: Has...ever received the following vaccinations?

You will ask this question for each vaccine.

Question 14: How many times has received the following vaccinations?

Find out the total number of times the child has received each type of vaccination.

In order to help the respondent in identifying different vaccinations, use the following criteria: -

- BCG or Tuberculosis vaccination is given in the arm and a scar is normally seen.
- DPT is given on the buttock
- Polio vaccination is given orally, i.e. through drops in the mouth.
- Measles is given in the thigh.

If the child has not received any vaccination for a particular disease, enter 0.

Question 15: State the reasons why....did not receive the vaccine.

Indicate whether the child did not receive the vaccine because the Health Centre is located too far, the child was too young, they did not know about vaccination and whether there were no vaccines at the health centre.

Question 16: Has ever received a Vitamin A dose?

Indicate whether the child has ever received a vitamin A dose or not. If not, skip to question 18.

Question 17: Did...receive the a Vitamin A dose within the last six months?

Indicate whether the child received a vitamin A dose within the last six months prior to the survey.

Question 18: Is the BCG scar present on the child's arm?

The BCG scar normally shows on the child's arm if he/she was vaccinated.

Questions 19 and 20: Weight and length/height of child?

This question applies only to children aged 3 - 59 months only. Children less than 3 months old should not be weighed and measured. The supervisor will demonstrate how to measure the weight and height of the child/children using weighing scales, the mother/baby scale in this case, and the length board.

Weight: ask the mother/respondent if you can weigh her and the child. First you have to weigh the mother/respondent, and then the mother/respondent and child together. The weight of the child will then show on the scale. Weight should be given in kilograms (kg) and grams. E.g. if the child weighs 12.1kg, enter:-

| | |
|---|---|
| 1 | 2 |
|---|---|

 .

| |
|---|
| 1 |
|---|

 Kg

Height: For children aged 3 to 23 months, you will have to measure the child while he/she is lying down on the measuring (length) board. For children aged 24 through 59 months you will have to measure them while standing upright (height). Length/height should be recorded in centimetres and millimetres. E.g. if a child is 1 metre, 2 centimetres and 5 millimetres tall, this will be recorded as:-

| | | |
|---|---|---|
| 1 | 0 | 2 |
|---|---|---|

 .

| |
|---|
| 5 |
|---|

 CENTIMETRES

After measuring the weights and heights of all the under-five children in the household check the answers you have just recorded and make sure they are correct. It is advisable especially for weight to measure twice in order to counter-check your recorded answers. This data on weight and height is important and should be measured and recorded correctly as it is used for computing the nutrition status of children under the age of five years. Make sure that you record the exact date when you weighed and got the height of the child.

Note: For children who are crippled and/or very sick, you should neither weigh, nor measure the height of the child. Just put a comment against that child's PID in the questionnaire.

Question 21: If the child is not measured record the reason why

This applies only to children aged 3 – 59 months.

Question 22: Date when the child is weighed

Record the date when you weighed the child.

Question 23: Check for the presence of OEDEMA.

Don't ask this question. Find a way of checking the child (Master Trainer and Supervisor, demonstrate how to check for Oedema.

SECTION 14: DEATHS IN THE HOUSEHOLD

Question 1: Have there been any deaths in the household (of usual members) in the last 12 months?

Establish whether the household experienced any deaths in their households in the last twelve months.

Question 2: How many people died in the last 12 months?

Record the number of people who died in the household in the 12 months period prior to the survey.

Question 3: How old was/were the deceased and what was/were their sex

Record their ages and sex of the deceased. If two people died for example and their ages and sex were; 3 months old male, 45 years old male - they will be recorded as follows in question 3: -

Age should be recorded in completed years. If the deceased age was below one year - record zeros in the age answer boxes. If the deceased was aged 90 years or above 90 years record

| | |
|---|---|
| 9 | 0 |
|---|---|

 in the age answer boxes.

| | AGE | SEX | | | |
|------------|---|-----|---|---|---|
| DECEASED 1 | <table border="1"><tr><td>0</td><td>0</td></tr></table> | 0 | 0 | <table border="1"><tr><td>1</td></tr></table> | 1 |
| 0 | 0 | | | | |
| 1 | | | | | |
| DECEASED 2 | <table border="1"><tr><td>4</td><td>5</td></tr></table> | 4 | 5 | <table border="1"><tr><td>1</td></tr></table> | 1 |
| 4 | 5 | | | | |
| 1 | | | | | |
| DECEASED 3 | <table border="1"><tr><td>9</td><td>8</td></tr></table> | 9 | 8 | <table border="1"><tr><td>8</td></tr></table> | 8 |
| 9 | 8 | | | | |
| 8 | | | | | |
| DECEASED 4 | <table border="1"><tr><td>9</td><td>8</td></tr></table> | 9 | 8 | <table border="1"><tr><td>8</td></tr></table> | 8 |
| 9 | 8 | | | | |
| 8 | | | | | |
| DECEASED 5 | <table border="1"><tr><td>9</td><td>8</td></tr></table> | 9 | 8 | <table border="1"><tr><td>8</td></tr></table> | 8 |
| 9 | 8 | | | | |
| 8 | | | | | |
| DECEASED 6 | <table border="1"><tr><td>9</td><td>8</td></tr></table> | 9 | 8 | <table border="1"><tr><td>8</td></tr></table> | 8 |
| 9 | 8 | | | | |
| 8 | | | | | |

A provision of up to six deaths has been given although most households who experienced deaths in their household would not normally have more than one death in a 12 months period. But the provision is for up to six deaths for those rare cases where they had more than one death.

Ensure that the deaths recorded are of persons who used to be usual members of the household.

Question 4: What was the main cause of death?

Establish the cause of death and record here.

SECTION 15: SELF ASSESSED POVERTY AND HOUSEHOLD COPING STRATEGIES

Question 1: Do you consider your household to be non poor, moderately poor or very poor?

For this question, please let the respondent give his/her own view, regardless of his/her household's actual situation. In this section we are trying to find out households' own perception of their poverty status. The objective (measured) poverty will be analysed against this subjective poverty. Desist from influencing the opinion of the respondent. For instance, even if the respondent looks poor but says he/she is non-poor, record non-poor for your answer.

Question 2: What do you think has led your household to be in poverty?

This question will only apply to those who say they are moderately poor or very poor in question one. The respondent should be expected to give some reason that implies some sort of action on his/her side or from public authorities. "Lack of money" should not be accepted as an answer. Probe further in such a situation to find the cause of the lack of money.

Question 3: Compared to the last 12 months, do you consider your household to be better off, the same or worse off now?

Just like question 1 above, let the respondent give you his/her own view on whether they perceive their household to be better off compared to a year ago.

Question 4: Why do you think your household is worse off?

For those households who answer on Q3 that they have become worse off comparing their status today and a year ago, we are interested to know the reason why. Use the answer categories in Q2. Record the appropriate code in the boxes provided.

Question 5: How much money do you think is needed by your household in a month to have an adequate/ minimum standard of living?

Minimum standard of living means the household can afford just the basic needs of life, that is, food, clothing and shelter. Record the amount in kwacha in the boxes provided.

Question 6 How many meals excluding snacks does your household normally have in a day?

Here the word meal refers to full meals that the household takes together. A normal full meal in an ordinary Zambian household would comprise nshima and relish. Relish normally takes the form of vegetables, meat, fish, chicken, etc.

Question 7: How many times in the past one month, did your household eat fish, poultry or animal products?

This will give us an idea of the protein intake by the household.

Question 8: How many times in the past one week, did your household eat vegetables?

Questions 9 - 13

The goal of these questions is to find out what POSITIVE and NEGATIVE events have happened to the household in the past and what households do to cope with such events events.

Question 9: During the last twelve months was your household or any member of your household affected by any of the following events?

Ask for each event when household experienced the event the last time. For nearly all events, a positive and negative option exists (Fall in ...; Rise in...). Although many events occur to the whole community, it is asked to report the effect on the household level.

Read out the question for each event.

If event **never occurred** to household, fill in "99" in the answer box for years and **go to question 8.**

Fill in Year: If less than 1 year, fill in months
If less than 1 month, enter "0" in months
If event did not occur, enter "99" in months

Events 101: Drought: Only extreme events

102 and 103: Flood and Storm: Any of such events that affected household property (dwelling, crops, livestock, etc.)

112: Change in Money received from family/ friends: refers to family members living elsewhere regularly sending money to support your household.

124: Death of bread earner: Any household member making money

Question 10: How many times did this [EVENT] occur in the last 12 months?

Prompt for duration. Do not make examples.

If event occurred for **less than a month**, fill in "0".

Question 13: Last time [EVENT] occurred, what did you do to deal with effects of [EVENT]?

Do not read out the coping responses that you find next to this question on the right handside but choose a corresponding category after the respondent gave their answer.

Spent savings: Some household save money money whenever they get some income. This money can be saved to save a specific purpose in future or for unforeseen events. In times of hardships, the household may fall back on this money.

Informal borrowing, e.g. kaloba, borrowing from friends etc; *Informal borrowing is between two people; one gives the other a loan and expects to be paid back at a later date. Some persons can even give the receiver an interest rate, and then it becomes what is called kaloba*

Church charity refers to any remittances in cash or kind received from any kind of faith based institution, such as Christian, Muslim, Buddhist, Jewish, Baha'i faith etc.

Other piecework refers to piecework other than that which has anything to do with agriculture.

Substituting ordinary meals with mangoes, pumpkins, sweet potatoes etc. Ordinary meals constitute the normal balanced diet of carbohydrates, (nshima, rice, potatoes, etc), protein (meat, chicken, fish, beans, groundnuts etc) and vitamins (vegetables, fruits). An ordinary meal will thus be like nshima with vegetables, nshima with beans, nshima with meat, nshima with kapenta, rice with meat, rice with beans, potatoes with meat, spaghetti & meat balls, etc. Ordinary meals need not have all the required items; proteins, carbohydrates, and fruits. The above mentioned should substitute such meals as described.

Reducing number of meals or food in-take refers to a reduction of the number of meals consumed in a day; e.g. taking one or two meals a day instead of three, as well as reduction in the quantity taken per meal.

Petty vending is trading at unrecognised places away from the formal market place. This could be just outside one's house, at some street corner in the neighbourhood, alongside a road, etc.

Reduced non-food household items e.g. soap, detergents refers to the reduction both in the quantity used and the quality of products used e.g. buying cheaper items than those normally used.

Sought spiritual help: This is where the household approaches a spiritual leader e.g Priest, for prayer and counselling.

Worked more hours: This could be overtime for those who are employees so that they get an allowance. For the self-employed, especially those in trade, they can also work extra hours so that they sale more.

APPENDICES

APPENDIX I: CODES OF PROVINCES AND DISTRICTS

| PROVINCE | DISTRICT | CODE |
|------------------|---------------------|------|
| CENTRAL | | 1 |
| | Chibombo | 101 |
| | Kabwe | 102 |
| | Kapiri Mposhi | 103 |
| | Mkushi | 104 |
| | Mumbwa | 105 |
| | Serenje | 106 |
| COPPERBELT | | 2 |
| | Chililabombwe | 201 |
| | Chingola | 202 |
| | Kalulushi | 203 |
| | Kitwe | 204 |
| | Luanshya | 205 |
| | Lufwanyama | 206 |
| | Masaiti | 207 |
| | Mpongwe | 208 |
| | Mufulira | 209 |
| | Ndola | 210 |
| EASTERN | | 3 |
| | Chadiza | 301 |
| | Chama | 302 |
| | Chipata | 303 |
| | Katete | 304 |
| | Lundazi | 305 |
| | Mambwe | 306 |
| | Nyimba | 307 |
| | Petauke | 308 |
| LUAPULA | | 4 |
| | Chiengi | 401 |
| | Kawambwa | 402 |
| | Mansa | 403 |
| | Milengi | 404 |
| | Mwense | 405 |
| | Nchelenge | 406 |
| | Samfya | 407 |
| LUSAKA | | 5 |
| | Chongwe | 501 |
| | Kafue | 502 |
| | Luangwa | 503 |
| | Lusaka | 504 |
| NORTHERN | | 6 |
| | Chilubi | 601 |
| | Chinsali | 602 |
| | Isoka | 603 |
| | Kaputa | 604 |
| | Kasama | 605 |
| | Luwingu | 606 |
| | Mbala | 607 |
| | Mpika | 608 |
| | Mporokoso | 609 |
| | Mpulungu | 610 |
| | Mungwi | 611 |
| | Nakonde | 612 |

| | |
|--------------------------|-----|
| NORTH-WESTERN | 7 |
| Chavuma | 701 |
| Kabompo | 702 |
| Kasempa | 703 |
| Mufumbwe (Chizera) | 704 |
| Mwinilunga | 705 |
| Solwezi | 706 |
| Zambezi | 707 |
| SOUTHERN | 8 |
| Choma | 801 |
| Gwembe | 802 |
| Itezhi-tezhi..... | 803 |
| Kalomo | 804 |
| Kazungula..... | 805 |
| Livingstone | 806 |
| Mazabuka | 807 |
| Monze | 808 |
| Namwala | 809 |
| Siavonga | 810 |
| Sinazongwe | 811 |
| WESTERN | 9 |
| Kalabo | 901 |
| Kaoma | 902 |
| Lukulu | 903 |
| Mongu | 904 |
| Senanga | 905 |
| Sesheke | 906 |
| Shang'ombo..... | 907 |

APPENDIX II: LIST OF URBAN AREAS AND TOWNSHIPS BY PROVINCE AND DISTRICT

| <u>Province</u> | | <u>District Township</u> |
|-----------------|-----------------|------------------------------|
| CENTRAL | Chibombo | Chibombo |
| | Kabwe | Chibombo |
| CENTRAL | Kapiri Mposhi | Chisamba |
| | Mkushi | Kabwe Municipal |
| | Mumbwa | Kapiri Mposhi Township |
| | | Mkushi Township |
| | | Mumbwa Township |
| CENTRAL | Serenje | Nampundwe |
| | | Serenje Township |
| COPPERBELT | | Chililabombwe |
| | | Chililabombwe Municipal |
| COPPERBELT | Chingola | Chingola Municipal |
| | Kalulushi | Chambishi Township |
| COPPERBELT | Kitwe | Kalulushi Municipal |
| | Luanshya | Kitwe City |
| COPPERBELT | Lufwanyama | Luanshya Municipal |
| | Mufulira | Lufwanyama |
| COPPERBELT | Masaiti | Mufulira Municipal |
| | Mpongwe | Masaiti Boma |
| COPPERBELT | Ndola | Mpongwe |
| | | Ndola City |
| EASTERN | | Chadiza |
| | | Chadiza Township |
| EASTERN | Chama | Chama Township |
| | Chipata | Chipata Township |
| EASTERN | Katete | Katete Township |
| | Lundazi | Lundazi Township |
| EASTERN | Mambwe | Mambwe Township |
| | Nyimba | Kacholola |
| EASTERN | Nyimba | Nyimba Township |
| | Petauke | Petauke Township |
| LUAPULA | Chiengi | Chiengi |
| | | |
| LUAPULA | Kawambwa | Kawambwa Township |
| | | Mwansabombwe |
| LUAPULA | Mansa | Mansa Township |
| | Milengi | Milengi |
| LUAPULA | Mwense | Mwense Township |
| | Nchelenge | Nchelenge Township |
| LUAPULA | Samfya | Samfya/Mwamfuli Township |
| | | |
| LUSAKA | Luangwa (Feira) | Luangwa Township |
| | | |
| LUSAKA | Chongwe | Chongwe Township |
| | | Rufunsa |
| LUSAKA | Kafue | Kafue Township |
| | Lusaka Urban | Chilanga |
| LUSAKA | | Lusaka City |
| | | |
| NORTHERN | Chilubi | Chilubi Township |
| | Chinsali | Chinsali Township |
| NORTHERN | Isoka | Isoka Township |
| | Kaputa | Kaputa Township |
| NORTHERN | Kasama | Kasama Township |
| | | |
| NORTHERN | Luwingu | Luwingu Township |
| | Mbala | Mbala Township |
| NORTHERN | Mpika | Mpika Township |
| | | |

| | | |
|---------------|---|---|
| | Mporokoso Mpulungu Mungwi Nakonde | Mporokoso Township Mpulungu Township Mungwi Nakonde |
| NORTH-WESTERN | Chavuma Kabompo Kasempa Mufumbwe (Chizera) Mwinilunga Solwezi Zambezi | Chavuma Township Kabompo Township Kasempa Township Kalengwa Mine Mufumbwe Township Mwinilunga Township Kansashi Mine Solwezi Township Zambezi Township |
| SOUTHERN | Choma Gwembe Itezhi-tezhi Kalomo Kazungula Livingstone Mazabuka Monze Namwala Siavonga Sinazongwe | Batoka Township Choma Township Mbabala Pemba Township Gwembe Township Itezhi-tezhi Township Kalomo Township Zimba Kazungula Township Livingstone Township Kafue Gorge Kaleya Magoye Mazabuka Township Nega-Nega Chisekesi Monze Township Namwala Township Chirundu Siavonga (Kariba) Maamba Township Sinazongwe Township |
| WESTERN | Kalabo Kaoma Lukulu Mongu Senanga Sesheke Shang'ombo | Kalabo Township Sikongo Kaoma Township Lukulu Township Limulunga Mongu Township Lunga Namushakende Senanga Township Katima-Mulilo Mulobezi Sesheke Township Shang'ombo |

APPENDIX III: LIST OF CHIEFS BY DISTRICT

CENTRAL PROVINCE

Kabwe Rural

- 101- Chief Chamuka
- 102- Chief Chipepo
- 103- Chief Chitanda
- 104- Chief Liteta
- 105- Senior Chief Mukuni
- 106- Chief Mukubwe
- 107- Chief Mungule
- 108- Chief Ngabwe

Mkushi

- 109- Chief Chembe
- 110- Chief Chikupili
- 111- Chief Chitina
- 112- Chief Kanyenshya
- 113- Senior Chief Mboroma
- 114- Chief Mbosha
- 115- Chief Mukonchi
- 116- Chief Mulungwe
- 117- Chief Nkole
- 118- Chief Shaibila

COPPERBELT

Ndola Rural

- 201- Senior Chief Chiwala
- 202- Chief Fungulwe
- 203- Chief Kalunkunya
- 204- Chief Lesa
- 205- Chief Lumpuma
- 206- Chief Machiya
- 207- Chief Malembeka
- 208- Chief Mukutuma
- 209- Senior Chief Mushili
- 210- Chief Mwinuna
- 211- Senior Chief Ndubeni
- 212- Chief Nkana
- 213- Chief Shibuchinga
- 214- Chieftainess Shimukunami

EASTERN PROVINCE

Chadiza

- 301- Chief Mlolo
- 302- Chief Mwangala
- 303- Chief Pembamoyo
- 304- Chief Zingalume

Chama

- 305- Chief Chibale
- 306- Chief Chifunda
- 307- Chief Chikwa
- 308- Senior Chief Kambombo
- 309- Chief Tembwe
- 310- Chief Lundu

Mumbwa

- 119- Chief Chibuluma
- 120- Chief Kabulwebulwe
- 121- Chief Kaindu
- 122- Chief Moono
- 123- Chief Mulendema
- 124- Chief Mumba
- 125- Senior Chief Shakumbila

Serenje

- 126- Chief Chibale
- 127- Chief Chisomo
- 128- Chief Kabamba
- 129- Chief Kafinda
- 130- Chief Mailo
- 131- Senior Chief Muchinda
- 132- Chief Muchinka
- 133- Chieftainess Serenje

Katete

- 333- Chief Kathumba
- 334- Senior Chief Kawaza
- 335- Chief Mbang'ombe

Lundazi

- 336- Chief Chikomeni
- 337- Senior Chief Magodi
- 338- Chief Mphamba
- 339- Chief Mwase-Mpangwe
- 340- Chief Mwanya
- 341- Sr.Ch.Mwase-Lundazi
- 342- Chief Pikamalaza
- 343- Chief Zumwanda
- 344- Chief Kapichila
- 345- Chief Chitungulu
- 346- Chief Kazembe

Chipata

- 311- Chief Chanje
- 312- Chief Chikuwe
- 313- Chief Chinunda
- 314- Chief Chinyaku
- 315- Chief Jumbe
- 316- Chief Kakumbi-Malama
- 317- Chief Kapata-Moyo
- 318- Chief Madzimawe
- 319- Chief Mafuta
- 320- Chief Maguya
- 321- Chief Malama-Chikunto
- 322- Chief Mishoro
- 323- Chief Mkanda
- 324- Chief Mnkhanya
- 325- Chief Mnukwa
- 326- Paramount Chief Mpezeni
- 327- Senior Chief Mshawa
- 328- Chief Msoro
- 329- Senior Chieftainess Nsefu
- 330- Chief Nzamane
- 331- Chief Sayiri
- 332- Paramount Chief Undi

LUAPULA PROVINCE

Kawambwa

- 401- Chief Chama
- 402- Chief Munkata
- 403- Senior Chief Mushota
- 404- Senior Chief Mwata-Kazembe

Mwense

- 415- Chief Kashiba
- 416- Chief Katuta
- 417- Chief Lubunda
- 418- Chief Lukwesa
- 419- Chief Mulundu
- 420- Chief Matipula
- 421- Chief Mwenda

Nchelenge

- 422- Chief Lambwe-Chomba
- 423- Chief Kambwali
- 424- Chief Kanyembo
- 425- Senior Chief Mununga
- 426- Chief Nshimba
- 427- Senior Chief Puta

LUSAKA PROVINCE

Luangwa (Feira)

- 501- Senior Chief Mburuma
- 502- Chief Mpuka

Petauke

- 347- Sr.Chief Kalindawalo
- 348- Senior Chief Lwembe
- 349- Chief Mwanjabanthu
- 350- Chieftainess Mwape
- 351- Chief Ndake
- 352- Chief Nyalugwe
- 353- Chief Nyamphande
- 354- Chieftainess Nyanje
- 355- Chief Sandwe
- 356- Chief Mumbi

Mansa

- 405- Chief Chimese
- 406- Chief Chisuka
- 407- Chief Kalaba
- 408- Chief Kalase-Lukangaba
- 409- Chief Kasoma-Lwela
- 410- Chief Mabumba
- 411- Chief Matanda
- 412- Senior Chief Milambo
- 413- Chief Sokotwe
- 414- Chief Mibenge

Samfya

- 428- Chief Kasoma-Bangweulu
- 429- Chief Chitembo
- 430- Senior Chief Kalima-Nkonde
- 431- Chief Kasoma-Lunga
- 432- Chief Mbulu
- 433- Senior Chief Kalasa-Mukuso
- 434- Chief Mulakwa
- 435- Chief Mulongwe
- 436- Chief Bwalya-Mponda
- 437- Chief Mwansakombe
- 438- Senior Chief Mwewa
- 439- Chief Nsamba

Lusaka Rural

- 503- Chief Chiawa
- 504- Chief Mumpanshya
- 505- Senior Chieftainess Nkomesha
- 506- Chief Shikabeta

NORTHERN PROVINCE

Chilubi

601- Chief Chiwanangala
602- Chief Matipa

Chinsali

603- Chief Chibesakunda
604- Chief Kabanda
605- Chief Mubanga
606- Chief Mukwikile
607- Senior Chief Nkula
680- Chief Nkweto

Isoka

609- Chief Kafwimbi
610- Chief Katyetye
611- Chief Muyombe
612- Chief Mwenechifungwe
613- Chief Mweniwisi
614- Chieftainess Waitwika

Mbala

630- Chief Chinakila
631- Chief Chitimbwa
632- Chief Fwambo
633- Chief Mpande
634- Chief Mwamba
635- Chief Nondo
636- Senior Chief Nsokolo
637- Senior Chief Tafuna

Mporokoso

647- Chief Chitoshi
648- Chief Shibwalya-Kapilya
649- Chief Mporokoso
650- Chief Mukupa-Kaoma

NORTH-WESTERN PROVINCE

Mufumbwe (Chizera)

701- Chief Chizera
702- Chief Mushima

Kasempa

706- Chief Ingwe
707- Senior Chief Kasempa

Kasama

615- Chief Chimbola
616- Paramount Chief Chitimukulu
617- Chief Makasa
618- Chief Munkonge
619- Senior Chief Mwamba
620- Chief Nkolemfumu

Kaputa

621- Chief Kaputa
622- Chief Mukupa-Katandula
623- Senior Chief Nsama

Luwingu

624- Chief Chabula
625- Chief Chipalo
626- Senior Chief Chungu
627- Chief Katuta
628- Senior Chief Shimumbi
629- Chief Tungati

Mpika

638- Chief Chikwanda
639- Chief Chiundaponde
640- Chief Kabinga
641- Senior Chief Kopa
642- Chief Luchembe
643- Chief Mpepo
644- Chief Mpumba
645- Chief Mukungule
646- Chief Nabwalya

Kabompo

703- Chief Chiyengele
704- Chief Kalunga
705- Senior Chief Sikufela

Mwinilunga

708- Chief Chibwika
709- Chief Ikelenge
710- Chief Kakoma
711- Senior Chief Kanongesha
712- Chief Kanyama
713- Chief Mwininyilamba
714- Chief Ntambu
715- Chief Nyakaseya

Solwezi

- 717- Chief Chikola
- 718- Senior Chief Kalilele
- 719- Chief Kapijimpanga
- 720- Chief Mukumbi
- 721- Chief Matebo
- 722- Senior Chief Mujimanzovu
- 723- Chief Mulonga
- 724- Chief Mumena
- 725- Chief Musaka
- 726- Snr Chief Musele

SOUTHERN PROVINCE

Choma

- 801- Chief Macha
- 802- Chief Mapanza
- 803- Chief Mooyo
- 805- Chief Singani

Kalomo

- 808- Chief Chikanta
- 809- Chief Moomba
- 810- Chief Mukuni
- 811- Chief Musokotwane
- 812- Chief Nyawa
- 813- Chief Sekute
- 814- Chief Simwatachela
- 815- Chief Sipatunyana

Monze

- 820- Chief Chona
- 821- Chief Choongo
- 822- Chief Monze
- 823- Chief Mwanza
- 824- Chief Siamusonde
- 825- Chief Ufwenuka

Siavonga

- 836- Chief Chipepo
- 837- Chief Sikongo
- 838- Chief Simamba
- 839- Chief Sinadambwe

WESTERN PROVINCE

Kalabo

(Chieftainess Mbowanjikakana)

- 901- Induna Akabati
- 902- Induna Chumbulu
- 903- Induna Imbwae
- 904- Induna Katusi
- 905- Induna Kaongolo
- 906- Induna Kaonga
- 907- Induna Kayombo
- 908- Induna Likubi
- 909- Induna Lioko
- 910- Induna Lwambo
- 911- Induna Lwandamo
- 912- Induna Malala
- 913- Induna Manyima

Zambezi

- 727- Chief Ishima
- 728- Senior Chief Ishindi
- 729- Chief Kucheka
- 730- Chief Chinyama Litapi
- 731- Chief Mpidi
- 732- Senior Chief Ndungu
- 733- Chieftainess Nyakulenga

Gwembe

- 806- Chief Chipepo
- 807- Chief Munyumbwe
- 804- Chief Siamaunder

Mazabuka

- 816- Chief Mwanachingwala
- 817- Chief Mwenda
- 818- Chief Naluwama
- 819- Chief Sianjalika

Namwala

- 826- Chief Chilyabufu
- 827- Chief Kaingu
- 828- Chief Muchila
- 829- Chief Mukobela
- 830- Chief Mungaila
- 831- Chief Musungwa
- 832- Chief Muwezwa
- 833- Chief Nalubamba
- 834- Chief Shezongo
- 835- Chief Shimbizhi

Sinazongwe

- 840- Chief Mwemba
- 841- Chief Sinazongwe

Lukula

(Chief Imwiko)

- 942- Chief Akabati
- 943- Chief Litondo
- 944- Chief Imbuwa
- 945- Chief Mushashu
- 946- Chief Mundandwe
- 947- Chief Mwenda
- 948- Chief Nawasilundu
- 949- Chief Silembe
- 950- Chief Likubi
- 951- Induna Lukama

Mongu

(Paramount Chief The Litunga)

914- Induna Mukubesa
915- Induna Mulepu
916- Induna Mundandwe
917- Induna Mundia
918- Induna Mwanamambo
919- Induna Mwanamawa
920- Induna Mwanamungela
921- Induna Mwenemundu
922- Induna Nalubuto
923- Induna Nalwendo
924- Induna Namakaya
925- Induna Namulimbwa
926- Induna Nasando
927- Induna Simayumbula

Kaoma
(Chief Litia)

928- Induna Iluya
929- Induna Kakumba
930- Induna Kabilamwandi
931- Induna Kanguya
932- Induna Kasabi
933- Induna Kahare
934- Induna Kasimba
935- Induna Mayankwa
936- Induna Mufaya
937- Induna Mwanambuya
938- Induna Mwanatete
939- Induna Nyambe
940- Induna libinga
941- Induna Mutondo

Sesheke

(Senior Chief Inyambo)

978- Induna Imbwae
979- Induna Imalenda
980- Induna Aibelilwe
981- Induna Matape
982- Induna Matakoko
983- Induna Mukwae
984- Induna Mulauli
985- Induna Mupengu
986- Induna Mwanza
987- Induna Nalisa
988- Induna Katundu
989- Induna Sabukube
990- Induna Sakakuwa
991- Induna Sifuwe
992- Induna Sibofu
993- Induna Nasando
994- Induna Silumbu

952- Induna Imamuna
953- Induna Inyamawina
954- Induna Ishewambuto
955- Induna Munono
956- Induna Mukulwambula
957- Induna Mwanang'umune
958- Induna Mwenechiengele
959- Induna Ikarjiwa
960- Induna Solami
961- Induna Nawasilundu
962- Induna Sikwa
963- Induna Yusikwakuonga

Senanga
(Chieftainess Litunga-La-Mboela)

964- Induna Imonga
965- Induna Imenda
966- Induna Imutulo
967- Induna Ikubiana
968- Induna Indopu
969- Induna Imukondo
970- Induna Mukata
971- Induna Mushemi
972- Induna Sambiana
973- Induna Ololo
974- Induna Yutanga
975- Induna Nalopu
976- Induna Mwanamwaliile
977- Induna Lukama

APPENDIX IV: LIST OF CODES OF CONSTITUENCIES

CENTRAL PROVINCE

001 CHISAMBA
002 KATUBA
003 KEEMBE
004 BWACHA
005 KABWE
006 KAPIRI MPOSHI
007 MKUSHI NORTH
008 MKUSHI SOUTH
009 MUMBEZHI
010 MUMBWA
011 NANGOMA

012 CHITAMBO
013 MUCHINGA

056 KAWAMBWA
014 SERENJE
057 MWANSABOMBWE

COPPERBELT PROVINCE

015 CHILILABOMBWE
016 CHINGOLA
017 NCHANGA
018 KALULUSHI
019 CHIMWEMWE
020 KAMFINSI
021 KWACHA
022 NKANA
023 WUSAKILE
024 LUANSHYA

025 ROAN
026 KANKOYO
027 KANTANSHI
028 MUFULIRA
029 KAFULAFUTA
030 LUFWANYAMA
031 MASAITI
032 MPONGWE
033 BWANA MKUBWA
034 CHIFUBU
035 KABUSHI
036 NDOLA

EASTERN PROVINCE (Cont'd)

047 SINDA
048 CHASEFU
049 LUMEZI
050 LUNDAZI
051 MALAMBO
052 NYIMBA
053 KAPOCHE
054 PETAUKE
055 MSANZALA

LUAPULA PROVINCE

058 PAMBASHE

059 BAHATI
060 CHEMBE
061 MANSA
062 CHIPILI
063 MAMBILIMA
065 MWENSE
066 NCHELENGE
067 BANGWEULU
068 CHIFUNABULI
069 LUAPULA

LUSAKA PROVINCE

070 KAFUE
071 FEIRA
072 CHILANGA
073 CHONGWE
074 RUFUNSA
075 CHAWAMA
076 KABWATA
077 KANYAMA
078 LUSAKA CENTRAL
079 MANDEVU
080 MATERO
081 MUNALI

EASTERN

037 CHADIZA
038 VUDWI
039 CHAMA NORTH
040 CHAMA SOUTH
041 CHIPANGALI
042 CHIPATA
043 KASENENGWA
044 LUANGENI
045 MILANZI
046 MKAIKA

NORTHERN PROVINCE (Cont'd)

091 LUKASHYA
092 MALOLE
093 LUBANSENSHI
094 LUPOSOSHI
095 MBALA
096 MPULUNGU
097 SENGA HILL
098 KANCHIBIYA
099 MFUWE
100 MPIKA
101 LUNTE
102 MPOROKOSO

NORTH-WESTERN PROVINCE

103 CHAVUMA
104 KABOMPO EAST
105 KABOMPO WEST
106 KASEMPA
107 MUFUMBWE
108 MWINILUNGA EAST
109 MWINILUNGA WEST
110 SOLWEZI CENTRAL
111 SOLWEZI EAST
112 SOLWEZI WEST
113 ZAMBEZI EAST
114 ZAMBEZI WEST

SOUTHERN PROVINCE

115 CHOMA
116 MBABALA
117 PEMBA
118 GWEMBE
119 DUNDUMWENZE
120 KALOMO
121 KATOMBOLA
122 MAPATIZYA
123 LIVINGSTONE
124 CHIKANKATA
125 MAGOYE

NORTHERN PROVINCE

082 CHILUBI
083 CHINSALI
084 SHIWA-NG'ANDU
085 ISOKA EAST
086 ISOKA WEST
087 NAKONDE
088 CHIMBAMILONGA
089 KAPUTA
090 KASAMA

WESTERN PROVINCE

134 KALABO
135 LIUWA
136 SIKONGO
137 KAOMA
138 LUAMPA
139 MANGANGO
140 LUKULU EAST
141 LUKULU WEST
142 LUENA
143 MONGU
144 NALIKWANDA
145 NALOLO
146 SENANGA
147 SINJEMBELA
148 MULOBEZI
149 MWANDI
150 SESHEKE

126 MAZABUKA
127 BWEENGA
128 MONZE
129 MOOBA
130 ITEZHI-TEZHI
131 NANWALA
132 SIAVONGA
133 SINAZONGWE

APPENDIX V: LIST OF CODES OF WARDS

| PROVINCE/DISTRICT | CODE | WARD NAME |
|--|-------------|------------------|
| CENTRAL PROVINCE Chibombo District | 1 | Muswishi |
| | 2 | Chamuka |
| | 3 | Liteta |
| | 4 | Chisamba |
| | 5 | Chaloshi |
| | 6 | Chibombo |
| | 7 | Chikobo |
| | 8 | Kakoma |
| | 9 | Kalola |
| | 10 | Mashikili |
| | 11 | Keembe |
| | 12 | Katuba |
| | 13 | Chunga |
| | 14 | Mungule |
| | 15 | Muchenje |
| | 16 | Kabile |
| | 17 | Chitanda |
| | 18 | Ipongo |
| | 19 | Chikonkomene |
| | 20 | Lunjofwa |
| Kabwe District | 1 | Kalonga |
| | 2 | Mpima |
| | 3 | Luangwa |
| | 4 | Highridge |
| | 5 | Justine Kabwe |
| | 6 | David Ramushu |
| | 7 | Njanji |
| | 8 | Chirwa |
| | 9 | Luansase |
| | 10 | Nakoli |
| | 11 | Kaputula |
| | 12 | Waya |
| | 13 | Chililalila |
| | 14 | Moomba |
| | 15 | Makululu |
| | 16 | Ben Kapufi |
| | 17 | Kawama |
| | 18 | Munga |
| | 19 | Munyama |
| | 20 | Muwowo |
| | 21 | Bwacha |
| | 22 | Chimanimani |
| | 23 | Ngungu |
| | 24 | Zambezi |
| | 25 | Kang'omba |
| Kapiri-Mposhi District | 1 | Ngambwe |
| | 2 | Mukubwe |
| | 3 | Lwanchele |
| | 4 | Chipepo |
| | 5 | Mpunde |
| | 6 | Chibwelelo |
| | 7 | Kapiri Mposhi |

| | | |
|------------------|----|----------------|
| | 8 | Mushimbili |
| | 9 | Lunchu |
| | 10 | Chang'ondo |
| | 11 | Kakwelesa |
| | 12 | Kampumba |
| Mkushi District | 1 | Upper Lusemfwa |
| | 2 | Chalata |
| | 3 | Chibefwe |
| | 4 | Mushibemba |
| | 5 | Nkumbi |
| | 6 | Musofu |
| | 7 | Tembwa |
| | 8 | Nshinso |
| | 9 | Kalwa |
| | 10 | Chikanda |
| | 11 | Munda |
| | 12 | Kamimbya |
| | 13 | Mwalala |
| | 14 | Chipaba |
| | 15 | Ching'ombe |
| Mumbwa District | 1 | Nampundwe |
| | 2 | Makombwe |
| | 3 | Milandu |
| | 4 | Kalundu |
| | 5 | Chabota |
| | 6 | Kapyanga |
| | 7 | Chisalu |
| | 8 | Choma |
| | 9 | Nalubanda |
| | 10 | Myooye |
| | 11 | Nambala |
| | 12 | Chibolyo |
| | 13 | Shimbizhi |
| | 14 | Nangoma |
| | 15 | Nakasa |
| | 16 | Mumba |
| | 17 | Mupona |
| | 18 | Mpusu |
| | 19 | Kalyanyembe |
| | 20 | Nalusanga |
| Serenje District | 1 | Lulimala |
| | 2 | Chipundu |
| | 3 | Luombwa |
| | 4 | Chalilo |
| | 5 | Ng'answa |
| | 6 | Musangashi |
| | 7 | Muchinda |
| | 8 | Muchinka |
| | 9 | Chitambo |
| | 10 | Mailo |
| | 11 | Kanona |
| | 12 | Kabamba |
| | 13 | Ibolelo |
| | 14 | Masanninga |
| | 15 | Chibale |
| | 16 | Sancha |

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| | 17 | Lukusanshi |
| | 18 | Chisomo |
| | 19 | Kabansa |
| | 20 | Serenje |
| COPPERBELT PROVINCE | | |
| Chililabombwe District | 1 | Kafue |
| | 2 | Mvula |
| | | Mathew |
| | 3 | Nkoloma |
| | 4 | Silwizya |
| | 5 | Helen Kaunda |
| | 6 | James Phiri |
| | 7 | Chitimukulu |
| | 8 | Yeta |
| | 9 | Ngebe |
| | 10 | Kamima |
| | 11 | Nakatindi |
| | 12 | Mukuka |
| | 13 | Yotamu Muleya |
| | 14 | Joseph Mwilwa |
| | 15 | Mumba |
| | 16 | Anoya Zulu |
| | 17 | Kawama |
| | 18 | Chitambi |
| | 19 | Kakoso |
| | 20 | Chilimina |

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|--------------------|----|---------------|
| Chingola District | 1 | Kapisha |
| | 2 | Kabundi |
| | 3 | Kasala |
| | 4 | Buntungwa |
| | 5 | Nsansa |
| | 6 | Sekela |
| | 7 | Nchanga |
| | 8 | Kwacha |
| | 9 | Chingola |
| | 10 | Chiwempala |
| | 11 | Kabungo |
| | 12 | Chitimukulu |
| | 13 | Maiteneke |
| | 14 | Chabanyama |
| | 15 | G. Chifwembe |
| | 16 | Twatasha |
| | 17 | Chikola |
| | 18 | Lulamba |
| | 19 | Kasompe |
| | 20 | Mimbula |
| | 21 | Musenge |
| | 22 | Kalilo |
| | 23 | Ipafu |
| | 24 | Muchinshi |
| | 25 | Mutenda |
| Kalulushi District | 1 | Remmy Chisupa |
| | 2 | Kankonshi |
| | 3 | Buseko |
| | 4 | Chibuluma |
| | 5 | Kalengwa |

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| | 6 | Ngweshi |
| | 7 | Kafue |
| | 8 | Luapula |
| | 9 | Dongwe |
| | 10 | Kalungwishi |
| | 11 | Lubuto |
| | 12 | Kalanga |
| | 13 | Ichimpe |
| | 14 | Mwambashi |
| | 15 | Lukoshi |
| | 16 | Lulamba |
| | 17 | Chambishi |
| | 18 | Musakashi |
| | 19 | Chembe |
| | 20 | Chatu |

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|----------------|----|-------------|
| Kitwe District | 1 | Itimpi |
| | 2 | Kawama |
| | 3 | Twatasha |
| | 4 | Buntungwa |
| | 5 | Chimwemwe |
| | 6 | Lubuto |
| | 7 | Bupe |
| | 8 | Ndeke |
| | 9 | Kafue |
| | 10 | Kamfinsa |
| | 11 | Lubwa |
| | 12 | Riverside |
| | 13 | Ipusukilo |
| | 14 | Bulangililo |
| | 15 | Kwacha |
| | 16 | Buchi |
| | 17 | Parklands |
| | 18 | Rokana |
| | 19 | Mukuba |
| | 20 | Miseshi |
| | 21 | Mindola |
| | 22 | Wusakile |
| | 23 | Chibote |
| | 24 | Chamboli |
| | 25 | Luangwa |

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| Luanshya District | 1 | Kawama |
| | 2 | Chilambula |
| | 3 | Buntungwa |
| | 4 | Chitwi |
| | 5 | Fisenge |
| | 6 | Twashuka |
| | 7 | Mipundu |
| | 8 | Zambezi |
| | 9 | Levi Chito |
| | 10 | Mikomfwa |
| | 11 | James Phiri |
| | 12 | Buteko |
| | 13 | Mpelembe |
| | 14 | Kafubu |
| | 15 | Nkoloma |
| | 16 | Lumumba |

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| | 17 | Kafue |
| | 18 | Mulungushi |
| | 19 | Justine Kabwe |
| | 20 | Mpatamatu |
| | 21 | Nkulumashimba |
| | 22 | Baluba |
| | 23 | Kansengu |
| | 24 | Miluashi |
| | 25 | Ngebe |

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| Lufwanyama District | 1 | Mushingashi |
| | 2 | Kabundia |
| | 3 | Boso |
| | 4 | Kansoka |
| | 5 | Lufwanyama |
| | 6 | Kafubu |
| | 7 | Mpindi |
| | 8 | Chibanga |
| | 9 | Sokontwe |
| | 10 | Bulaya |
| | 11 | Mwelushi |
| | 12 | Mukombo |
| | 13 | |
| | 14 | |

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| Mufulira District | 1 | Kafue |
| | 2 | Kansuswa |
| | 3 | Kawama |
| | 4 | Kasempa |
| | 5 | Hanky Kalanga |
| | 6 | Kamuchanga |
| | 7 | Chachacha |
| | 8 | Buntungwa John |
| | 9 | Kampengele |
| | 10 | Bwananyina |
| | 11 | Mutundu |
| | 12 | Francis Mukuka |
| | 13 | Maina Soko |
| | 14 | David Kaunda |
| | 15 | Bwafwano |
| | 16 | Mulungushi |
| | 17 | Shinde Bwembya |
| | 18 | Silwizya |
| | 19 | Lwansobe |
| | 20 | Kwacha |
| | 21 | Butondo |
| | 22 | Fibusa |
| | 23 | Mpelembe |
| | 24 | Minambe |
| | 25 | Murundu |

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| Masaiti District | 1 | Mwatishi |
| | 2 | Majaliwa |
| | 3 | Mutaba |
| | 4 | Chondwe |
| | 5 | Miengwe |
| | 6 | Ishitwe |

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| | 7 | Chinondo |
| | 8 | Kashitu |
| | 9 | Mishikishi |
| | 10 | Lumano |
| | 11 | Katuba |
| | 12 | Shimibanga |
| | 13 | Miputu |

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| Mpongwe District | 1 | Kalweo |
| | 2 | Ibenge |
| | 3 | Kanyenda |
| | 4 | Kasamba |
| | 5 | Mpongwe |
| | 6 | Chowa |
| | 7 | Kashiba |
| | 8 | Munkunpu |
| | 9 | Musofu |
| | 10 | Ipumbu |
| | 11 | Kasonga |
| | 12 | Luswishi |

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|----------------|----|-------------|
| Ndola District | 1 | Kanseshi |
| | 2 | Nkwazi |
| | 3 | Yengwe |
| | 4 | Chipulukusu |
| | 5 | Kanini |
| | 6 | Itawa |
| | 7 | Kafubu |
| | 8 | Skyways |
| | 9 | Masala |
| | 10 | Kaloko |
| | 11 | Kabushi |
| | 12 | Mukuba |
| | 13 | Lubuto |
| | 14 | Kantolomba |
| | 15 | Toka |
| | 16 | Mushili |
| | 17 | Munkulungwe |
| | 18 | Kavu |
| | 19 | Chichele |
| | 20 | Twapia |
| | 21 | Kawama |
| | 22 | Kamba |
| | 23 | Chifubu |
| | 24 | Fibobe |
| | 25 | Pamodzi |

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| EASTERN PROVINCE | | |
| Chadiza District | 1 | Mangwe |
| | 2 | Naviluri |
| | 3 | Chilenga |
| | 4 | Chamandala |
| | 5 | Kampini |
| | 6 | Ambidzi |
| | 7 | Taferansoni |
| | 8 | Kabvumo |
| | 9 | Kandabwako |
| | 10 | Chadiza |

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| | 11 | Nsadzu |
| | 12 | Manje |
| | 13 | Khumba |
| | 14 | Mwangazi |
| | 15 | Mbozi |
| | 16 | Vumbwi |
| | 17 | Chisiya |
| | 18 | Mlawe |
| | 19 | Dzodwe |
| | 20 | Chadzombe |
| Chama District | 1 | Mapamba |
| | 2 | Chilenje |
| | 3 | Vilimukulu |
| | 4 | Lunzi |
| | 5 | Lumezi |
| | 6 | Chibungwe |
| | 7 | Bazimu |
| | 8 | Mabinga |
| | 9 | Mwalala |
| | 10 | Kamphemba |
| | 11 | Mphalansenga |
| | 12 | Kalinkhu |
| | 13 | Manthepa |
| | 14 | Mbazi |
| | 15 | Ndunda |
| | 16 | Chisunga |
| | 17 | Luangwa |
| | 18 | Mazonde |
| | 19 | Muchinga |
| | 20 | Chipala |

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| Chipata District | 1 | Nsingo |
| | 2 | Mankangila |
| | 3 | Mkhova |
| | 4 | Chikando |
| | 5 | Kazimule |
| | 6 | Chingazi |
| | 7 | Makungwa |
| | 8 | Ngongwe |
| | 9 | Kwenje |
| | 10 | Mboza |
| | 11 | Chiparamba |
| | 12 | Sisinje |
| | 13 | Nthope |
| | 14 | Kasenga |
| | 15 | Msandile |
| | 16 | Rukuzye |
| | 17 | Chipangali |
| | 18 | Msanga |
| | 19 | Kanjala |
| | 20 | Dilika |
| Katete District | 1 | Kafumbwe |
| | 2 | Kazala |
| | 3 | Milanzi |
| | 4 | Kapoche |
| | 5 | Kamwaza |

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| | 6 | Nchingilizya |
| | 7 | Chindwale |
| | 8 | Kapangulula |
| | 9 | Luandazi |
| | 10 | Dole |
| | 11 | Chimwa |
| | 12 | Mphangwe |
| | 13 | Chavuka |
| | 14 | Chiwuyu |
| | 15 | Kadula |
| | 16 | Sinda |
| | 17 | Mnyamanzi |
| | 18 | Nyamasonkho |
| | 19 | Mng'omba |
| | 20 | Kasangazi |
| | 21 | Vulamkoko |
| | 22 | Chimtende |
| | 23 | Mkaika |
| | 24 | Matunga |
| | 25 | Mwandafisi |

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| Lundazi District | 1 | Diwa |
| | 2 | Kamimba |
| | 3 | Chamtowa |
| | 4 | Wachitangachi |
| | 5 | Kazembe |
| | 6 | Lumimba |
| | 7 | Lukusuzi |
| | 8 | Chibande |
| | 9 | Lunevwa |
| | 10 | Nthitimila |
| | 11 | Chimaliro |
| | 12 | Chilola |
| | 13 | Msuzi |
| | 14 | Mnyamazi |
| | 15 | Ndonda |
| | 16 | Vuu |
| | 17 | Chaboli |
| | 18 | Membe |
| | 19 | Nkhanga |
| | 20 | Kapilisanga |
| | 21 | Luwerezi |
| | 22 | Susa |
| | 23 | Magodi |
| | 24 | Manda Hill |
| | 25 | Kajilime |
| Nyimba District | 1 | Chinsembwe |
| | 2 | Katipa |
| | 3 | Vizimumba |
| | 4 | Ngozi |
| | 5 | Lwezi |
| | 6 | Nyimba |
| | 7 | Kaliwe |
| | 8 | Chiweza |
| | 9 | Mombe |
| | 10 | Chamilala |

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| | 11 | Chinambi |
| | 12 | Luangwa |

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| Petauke District | 1 | Kapoche |
| | 2 | Chingombe |
| | 3 | Mwangaila |
| | 4 | Matambazi |
| | 5 | Kaumbwe |
| | 6 | Manjazi |
| | 7 | Manyane |
| | 8 | Msumbazi |
| | 9 | Ongoliwe |
| | 10 | Kovyane |
| | 11 | Mbala |
| | 12 | Chilimanyama |
| | 13 | Nyika |
| | 14 | Nsimbo |
| | 15 | Nyakawise |
| | 16 | Mateyo |
| | 17 | Singozi |
| | 18 | Mawanda |
| | 19 | Lusangazi |
| | 20 | Chisangu |
| Mambwe District | 1 | Nsefu |
| | 2 | Jumbe |
| | 3 | Chipapa |
| | 4 | Mphomwa |
| | 5 | Chikowa |
| | 6 | Mnkhanya |
| | 7 | Kakumbi |
| | 8 | Ncheka |
| | 9 | Msoro |
| | 10 | Kasamanda |
| | 11 | Mdimba |
| | 12 | Malama |
| | 13 | Chitenga |

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| LUAPULA PROVINCE | | |
| Chienge District | 1 | Lambwe |
| | 2 | Chomba |
| | 3 | Mwabu |
| | 4 | Chipungu |
| | 5 | Chienge |
| | 6 | Kantete |
| | 7 | Ifuna |
| | 8 | Chipamba |
| | 9 | Kalobwa |
| | 10 | Chitutu |
| | 11 | Munwa |
| | 12 | Kalungwishi |
| Kawambwa District | 1 | Mununga |
| | 2 | Luongo |
| | 3 | Chibote |
| | 4 | Mulunda |
| | 5 | Pambashe |
| | 6 | Ilombe |
| | | Kabanse |

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| | 7 | Luena |
| | 8 | Fisaka |
| | 9 | Iyanga |
| | 10 | Ng'ona |
| | 11 | Kawambwa |
| | 12 | Ntumbachushi |
| | 13 | Senga |
| | 14 | Mbereshi |
| | 15 | Kayo |
| | 16 | Chipita |
| | 17 | Mwansabombwe |
| | 18 | Lufubu |
| | 19 | Mulele |
| | 20 | Mununshi |
| Mansa District | 1 | Mutuna |
| | 2 | Misakalala |
| | 3 | Kaole |
| | 4 | Mushipashi |
| | 5 | Chibeleka |
| | 6 | Lukangaba |
| | 7 | Mulenshi |
| | 8 | Chilyapa |
| | 9 | Muchinka |
| | 10 | Mansa |
| | 11 | Chansunsu |
| | 12 | Myulu |
| | 13 | Katangashi |
| | 14 | Lwingishi |
| | 15 | Luapula |

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| Milenge District | 1 | Chiswishi |
| | 2 | Mulumbi |
| | 3 | Itemba |
| | 4 | Fibalala |
| | 5 | Nsaka |
| | 6 | Milambo |
| | 7 | Nsunga |
| | 8 | Chipungu |
| | 9 | Mumbotuta |
| | 10 | Kapalala |
| | 11 | Mikula |
| | 12 | Sokontwe |
| Mwense District | 1 | Kaombe |
| | 2 | Nkanga |
| | 3 | Luche |
| | 4 | Peb-kabesa |
| | 5 | Kapela |
| | 6 | Chachacha |
| | 7 | Katiti |
| | 8 | Kasengu |
| | 9 | Kalanga |
| | 10 | Nsenga |
| | 11 | Mumbwe |
| | 12 | Chibalashi |
| | 13 | Nalupembe |
| | 14 | Nkongwe |

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| | 15 | Nsomfi |
| | 16 | Munwa |
| | 17 | Mambilima |
| | 18 | Musonda |
| | 19 | Chibembe |
| | 20 | Mpasa |
| Nchelenge District | 1 | Kabuta |
| | 2 | Munkombwe |
| | 3 | Mwatishi |
| | 4 | Kashikishi |
| | 5 | Kilwa |
| | 6 | Nchelenge |
| | 7 | Kasamba |
| | 8 | Mulwe |
| | 9 | Chisenga |
| | 10 | Shabo |
| | 11 | Momfwe |
| | 12 | Katofyo |

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| Samfya District | 1 | Masonde |
| | 2 | Kasansa |
| | 3 | Kapamba |
| | 4 | Chinkutila |
| | 5 | Chishi |
| | 6 | Kafumbo |
| | 7 | Kasongole |
| | 8 | Chifunabuli |
| | 9 | Mbabala |
| | 10 | Chimana |
| | 11 | Mano |
| | 12 | Katanshya |
| | 13 | Isamba |
| | 14 | Kapata |
| | 15 | Nkutila |
| | 16 | Lunga |
| | 17 | Nsalushi |
| | 18 | Ncheta |
| | 19 | Musaba |
| | 20 | Lumanya |

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| LUSAKA PROVINCE | | |
| Chongwe District | 1 | Shikabeta |
| | 2 | Mankanda |
| | 3 | Rufunsa |
| | 4 | Bunda Bunda |
| | 5 | Nyangwena |
| | 6 | Manyika |
| | 7 | Lwimba |
| | 8 | Kanakantapa |
| | 9 | Chongwe |
| | 10 | Lukoshi |
| | 11 | Ntandabale |
| | 12 | Chinkuli |
| | 13 | Kapwayambale |
| | 14 | Nakatindi |
| | 15 | Mwachilele |
| Kafue District | 1 | Chiyaba |

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| | 2 | Kambale |
| | 3 | Malundu |
| | 4 | Lukolongo |
| | 5 | Kafue |
| | 6 | Matanda |
| | 7 | Kasenje |
| | 8 | Munugu |
| | 9 | Chikupi |
| | 10 | Chilanga |
| | 11 | Chilongolo |
| | 12 | Namalombwe |
| | 13 | Nyemba |
| | 14 | Nakachenje |
| | 15 | Chinyanja |

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| Luangwa District | 1 | Dzalo |
| | 2 | Mkaliva |
| | 3 | Mandombe |
| | 4 | Phwazi |
| | 5 | Mphuka |
| | 6 | Kabawo |
| | 7 | Kapoche |
| | 8 | Chiriwe |
| | 9 | Lunya |
| | 10 | Katondwe |
| | 11 | Chikoma |
| | 12 | Mburuma |
| | 13 | Mwalilia |
| | 14 | Kaunga |
| | 15 | Mankhokwe |

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| Lusaka District | 1 | Chainda |
| | 2 | Mtendere |
| | 3 | Kabulonga |
| | 4 | Kalingalinga |
| | 5 | Chakunkula |
| | 6 | Munali |
| | 7 | Roma |
| | 8 | Mulungushi |
| | 9 | Ngwerere |
| | 10 | Silwizya |
| | 11 | Raphael |
| | 12 | Justine Kabwe |
| | 13 | Chaisa |
| | 14 | Muchinga |
| | 15 | Kapwepwe |
| | 16 | Matero |
| | 17 | Lima |
| | 18 | Harry |
| | 19 | Kanyama |
| | 20 | Munkolo |
| | 21 | Nkoloma |
| | 22 | Chawama |
| | 23 | Lilayi |
| | 24 | Kamwala |
| | 25 | Independence |
| | 26 | Kabwata |
| | 27 | Libala |

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| | 28 | Chilenje |
| | 29 | Lubwa |
| | 30 | Mwebeshi |

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| NORTHERN PROVINCE | | |
| Chilubi District | 1 | Mpanshya |
| | 2 | Kanchindi |
| | 3 | Kashitu |
| | 4 | Kapoka |
| | 5 | Kambashi |
| | 6 | Kawena |
| | 7 | Chinkundu |
| | 8 | Kanana |
| | 9 | Mubemba |
| | 10 | Luangwa |
| | 11 | Bumba |
| | 12 | Chiloba |
| | 13 | Mofu |
| | 14 | Chisupa |
| | 15 | Bulilo |
| | 16 | Muteka |
| | 17 | Katamba |
| | 18 | Ndela |
| | 19 | Chifwenge |
| | 20 | Mulanda |
| Chinsali District | 1 | Itapa |
| | 2 | Chilunda |
| | 3 | Chilinda |
| | 4 | Kaunga |
| | 5 | Malalo |
| | 6 | Chipanga |
| | 7 | Luko |
| | 8 | Lubwa |
| | 9 | Ichinga |
| | 10 | Munwakubili |
| | 11 | Chamusenga |
| | 12 | Muchinga |
| | 13 | Chandaula |
| | 14 | Makumbi |
| | 15 | Chibinga |
| | 16 | Mayembe |
| | 17 | Mwiche |
| | 18 | Ichingo |
| | 19 | Chipandu |
| | 20 | Nkulungwe |

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| Isoka District | 1 | Kasoka |
| | 2 | Kantenshya |
| | 3 | Milongo |
| | 4 | Kapililonga |
| | 5 | Sansamwenje |
| | 6 | Mpundu |
| | 7 | Luangwa |
| | 8 | Mafinga |
| | 9 | Nkombwa |
| | 10 | Ntonga |
| | 11 | Thendere |

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| | 12 | Kakoma |
| | 13 | Luhoka |
| | 14 | Kalanga |
| | 15 | Mukutu |
| Kaputa District | 1 | Nsumbu |
| | 2 | Munkonge |
| | 3 | Chishela |
| | 4 | Munwa |
| | 5 | Mwawe |
| | 6 | Kaleulu |
| | 7 | Mowa |
| | 8 | Choma |
| | 9 | Chipili |
| | 10 | Nkota |
| | 11 | Kalungwishi |
| | 12 | Mofwe |
| | 13 | Chiyilunda |
| | 14 | Mukubwe |
| | 15 | Kashikishi |
| | 16 | Kakusu |
| | 17 | Kampinda |
| | 18 | Mfwambeshi |
| | 19 | Fungwa |
| | 20 | Chubo |
| Kasama District | 1 | Chilunga |
| | 2 | Bululu |
| | 3 | Kasenga |
| | 4 | Lukulu |
| | 5 | Lukuppa |
| | 6 | Mulilansolo |
| | 7 | Buseko |
| | 8 | Chiba |
| | 9 | Lualuo |
| | 10 | Kapongolo |
| | 11 | Mukanga |
| | 12 | Lusenga |
| | 13 | Musowa |
| | 14 | Chumbu |
| | 15 | Chibundu |

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| Luwingu District | 1 | Itandashi |
| | 2 | Kaela |
| | 3 | Munshinga |
| | 4 | Katilye |
| | 5 | Kanfinsa |
| | 6 | Mufili |
| | 7 | Ilambo |
| | 8 | Mwelawamanu |
| | 9 | Ibale |
| | 10 | Bwalinde |
| | 11 | Isansa |
| | 12 | Isangano |
| | 13 | Lwata |
| | 14 | Mushitu-Wambo |
| | 15 | Chifwile |
| | 16 | Masonde |
| | 17 | Ipusukilo |

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| | 18 | Chulung'oma |
| | 19 | Namukolo |
| | 20 | Kampemba |
| Mbala District | 1 | Mwiluzi |
| | 2 | Chela |
| | 3 | Nsunzu |
| | 4 | Mwambezi |
| | 5 | Moto Moto |
| | 6 | Intala |
| | 7 | Kawimbe |
| | 8 | Lwandi |
| | 9 | Malamba |
| | 10 | Chimbili |
| | 11 | Chinyika |
| | 12 | Chipembe |
| | 13 | Lapisha |
| | 14 | Mukololo |
| | 15 | Chozi |
| Mpika District | 1 | Chambeshi |
| | 2 | Lulingila |
| | 3 | Lubaleshi |
| | 4 | Munikashi |
| | 5 | Chawama |
| | 6 | Mumbubu |
| | 7 | Lukulu |
| | 8 | Lulimala |
| | 9 | Chikanda |
| | 10 | Chibwa |
| | 11 | Kanchibiya |
| | 12 | Lwitikila |
| | 13 | Musakanya |
| | 14 | Lubambala |
| | 15 | Nachikufu |
| | 16 | Chipembele |
| | 17 | Mutekwe |
| | 18 | Mupamadzi |
| | 19 | Muchinga |
| | 20 | Chifungwe |
| Mporokoso District | 1 | Lumangwe |
| | 2 | Chikulu |
| | 3 | Mumbuluma |
| | 4 | Chisha- |
| | 5 | Mwamba |
| | 6 | Mikomba |
| | 7 | Kapumo |
| | 8 | Chipolonge |
| | 9 | Mabale |
| | 10 | Mutotoshi |
| | 11 | Masonde |
| | 12 | Luangwa |
| | 13 | Kansanshi |
| | 14 | Isenga |
| | 15 | Nchelenge |
| | 16 | Malambwa |
| | 17 | Malaila |
| | 18 | Kalungwishi |
| | 19 | Kanyanta |

| | | |
|-----------------|----|-----------|
| | 19 | Lunte |
| | 20 | Lubushi |
| Mpungu District | 1 | Kapembwa |
| | 2 | Iyendwe |
| | 3 | Itumbwe |
| | 4 | Mumila |
| | 5 | Katwe |
| | 6 | Chilumba |
| | 7 | Mpungu |
| | 8 | Isoko |
| | 9 | Chibulula |
| | 10 | Vyamba |
| | 11 | Chisha |
| | 12 | Isunga |
| Mungwi District | 1 | Lubala |
| | 2 | Kabisha |
| | 3 | Fibwe |
| | 4 | Chafubu |
| | 5 | Mpanda |
| | 6 | Iyaya |
| | 7 | Fube |
| | 8 | Mungwi |
| | 9 | Ngulula |
| | 10 | Kalunga |
| | 11 | Chambeshi |
| | 12 | Mfinshe |

| | | |
|------------------|----|----------|
| Nakonde District | 1 | Mulalo |
| | 2 | Luchinde |
| | 3 | Ngumba |
| | 4 | Musyani |
| | 5 | Popomozi |
| | 6 | Chiwanza |
| | 7 | Ilonda |
| | 8 | Isunda |
| | 9 | Nakonde |
| | 10 | Musele |
| | 11 | Mpande |
| | 12 | Mukulila |

| | | |
|----------------------|----|---------------|
| NORTH-WESTERN | | |
| Chavuma District | 1 | Chavuma |
| | 2 | Chiyeke- |
| | | Kakoma |
| | 3 | Kalombo- |
| | | Kamusamba |
| | 4 | Chibombo |
| | 5 | Mbalanga |
| | 6 | Lingelingenda |
| | 7 | Sanjongo |
| | | Chambi- |
| | 8 | Mandalo |
| | | Lukolwe- |
| | 9 | Musanga |
| | | Kanyinda- |
| | 10 | Likundu |
| | | Kambuya |
| | | Mukelangombe |

| | | |
|-------------------|----|----------------|
| | 11 | Nyatanda- |
| | 12 | Nyambongila |
| | | Nguvu |
| Mufumbwe District | 1 | Kashima West |
| | 2 | Kashima East |
| | 3 | Matushi |
| | 4 | Kamabuta |
| | 5 | Kalambu |
| | 6 | Chizela |
| | 7 | Shukwe |
| | 8 | Kikonze |
| | 9 | Munyambala |
| | 10 | Kalengwa |
| | 11 | Kabipupu |
| | 12 | Mushima |
| | 13 | Musonweji |
| | 14 | Kaminzekenzeke |
| | 15 | Lalafuta |
| Kabompo District | 1 | Lunyiwe |
| | 2 | Kayombo |
| | 3 | Dihamba |
| | 4 | Lusongwa |
| | 5 | Kashinakaji |
| | 6 | Chiteve |
| | 7 | Manyinga |
| | 8 | Chikonkwelo |
| | 9 | Katuva |
| | 10 | Chikenge |
| | 11 | Maveve |
| | 12 | Lubi |
| | 13 | Kamafwafwa |
| | 14 | Loloma |
| | 15 | Kawanda |
| | 16 | Kaula |
| | 17 | Kamisombo |
| | 18 | Kabompo |
| | 19 | Kabulamena |
| | 20 | Mumbeji |

| | | |
|------------------|----|--------------|
| Kasempa District | 1 | Kamakuku |
| | 2 | Nselauke |
| | 3 | Ingwe |
| | 4 | Mukema |
| | 5 | Kamatete |
| | 6 | Dengwe |
| | 7 | Njenga |
| | 8 | Kalombe |
| | 9 | Kamusongolwa |
| | 10 | Kikonkomene |
| | 11 | Nkenyauna |
| | 12 | Mukinge |
| | 13 | Kantenda |
| | 14 | Mpungu |
| | 15 | Nyoka |
| | 16 | Kelongwa |
| | 17 | Mukunashi |
| | 18 | Kanongo |

| | | |
|---------------------|----|--------------|
| | 19 | Kamakechi |
| | 20 | Jifumpa |
| Mwinilunga District | 1 | Chana - |
| | 2 | Chamuhinga |
| | 3 | Jimbe |
| | 4 | Nyakaseya |
| | 5 | Ikelenge |
| | 6 | Mwinimylamba |
| | 7 | Kanong'esha |
| | 8 | Mukangala |
| | 9 | Mulumbi |
| | 10 | Kanyama |
| | 11 | Kakoma |
| | 12 | Kasampula |
| | 13 | Lumwana |
| | 14 | Sailunga |
| | 15 | Samuteba |
| | 16 | Mundwiji |
| | 17 | Mudyanyama |
| | 18 | Kamampanda |
| | 19 | Chibwika |
| | 20 | Chisasa |
| | | Ntambu |

| | | |
|------------------|----|--------------|
| Solwezi District | 1 | Musaka |
| | 2 | Chikola |
| | 3 | Kangwena |
| | 4 | Kalilele |
| | 5 | Mulonga |
| | 6 | Mapunga |
| | 7 | Mujjimanzovu |
| | 8 | Kapjimpanga |
| | 9 | Sandang'ombe |
| | 10 | Kamalamba |
| | 11 | Tuvwananai |
| | 12 | Kimasala |
| | 13 | Mumena |
| | 14 | Kibanza |
| | 15 | Mukumbi |
| | 16 | Matebo |
| | 17 | Shilenda |
| | 18 | Mumbezhi |
| | 19 | Musele |
| | 20 | Chovwe |

| | | |
|------------------|----|-------------------|
| Zambezi District | 1 | Lunkunyi |
| | 2 | Mukandankunda |
| | 3 | Dipalata |
| | 4 | Nyakulenga |
| | 5 | Zambezi |
| | 6 | Chilenga-Chizenzi |
| | 7 | Lwitadi-Lwatembo |
| | 8 | Chivweji-Kasesi |
| | 9 | Chitokoloki |
| | 10 | Mpidi-Kakonga |
| | 11 | Likungu |

| | | |
|--|----|----------------------|
| | 12 | Mapachi- Chiyingi |
| | 13 | Muyembe- Liyoyu |
| | 14 | Mwange- Nyawanda |
| | 15 | Matondo- Nyachika |

| | | |
|-------------------------|----|---------------|
| SOUTHER PROVINCE | | |
| Choma District | 1 | Simaubi |
| | 2 | Mapanza |
| | 3 | Mang'unza |
| | 4 | Chilalantambo |
| | 5 | Kabimba |
| | 6 | Macha |
| | 7 | Mbabala |
| | 8 | Simamvwa |
| | 9 | Kasiya |
| | 10 | Hamaundu |
| | 11 | Maambo |
| | 12 | Kauba |
| | 13 | Habunkululu |
| | 14 | Nachibanga |
| | 15 | Namuswa |
| | 16 | State Land |
| | 17 | Batoka |
| | 18 | Singani |
| | 19 | Nakeempa |
| | 20 | Siasikabole |
| | 21 | Pemba |
| | 22 | Kalundana |
| | 23 | Simacheche |
| | 24 | Sikalundu |
| | 25 | Mubula |
| Gwembe District | 1 | Masanga |
| | 2 | Sinafala |
| | 3 | Jumbo/Kkoma |
| | 4 | Chibuwe |
| | 5 | Siampande |
| | 6 | Katokota |
| | 7 | Luumbo |
| | 8 | Bbondo |
| | 9 | Chisale |
| | 10 | Fumbo |
| | 11 | Jongola |
| | 12 | Lukonde |
| Itezhi-tezhi District | 1 | Itezhi-tezhi |
| | 2 | Itumbi |
| | 3 | Lubanda |
| | 4 | Luubwe |
| | 5 | Basanga |
| | 6 | Luchena |

| | | |
|--|----|------------|
| | 7 | Mbila |
| | 8 | Masemu |
| | 9 | Kabulungwe |
| | 10 | Makunku |
| | 11 | Nyambo |
| | 12 | Banamwaze |

| | | |
|-----------------|----|--------------|
| Kalomo District | 1 | Chikanta |
| | 2 | Munyeke |
| | 3 | Kasukwe |
| | 4 | Chamuka |
| | 5 | Namela |
| | 6 | Siachitema |
| | 7 | Kalonda |
| | 8 | Choonga |
| | 9 | Mayoba |
| | 10 | Namwianga |
| | 11 | Simyakwe |
| | 12 | Chawila |
| | 13 | Sipatunyana |
| | 14 | Zimba |
| | 15 | Luyaba |
| | 16 | Nachikungu |
| | 17 | Chidi |
| | 18 | Simwatachela |
| | 19 | Siamafumba |
| | 20 | Mbwiko |

| | | |
|--------------------|----|-------------|
| Kazungula District | 1 | Mooba |
| | 2 | Chooma |
| | 3 | Ngwezi |
| | 4 | Sekute |
| | 5 | Sikauzwe |
| | 6 | Musokotwane |
| | 7 | Kanchele |
| | 8 | Simango |
| | 9 | Nyawa |
| | 10 | Kauwe |
| | 11 | Katapazi |
| | 12 | Mukuni |

| | | |
|----------------------|----|--------------|
| Livingstone District | 1 | Freedom |
| | 2 | Musi-o-tunya |
| | 3 | Dr. Mubitana |
| | 4 | Namatama |
| | 5 | Libuyu |
| | 6 | Mwalibonena |
| | 7 | Maramba |
| | 8 | Akapelwa |
| | 9 | Linzuma |
| | 10 | Simonga |
| | 11 | Dambwa |
| | 12 | Zambezi |
| | 13 | Kariba |
| | 14 | Nansanzu |
| | 15 | Shungu |

| | | |
|-------------------|---|--------|
| Mazabuka District | 1 | Itebe |
| | 2 | Kalama |

| | | |
|-------------------|----|-----------------|
| | 3 | Mwanachingwala |
| | 4 | Munenga |
| | 5 | Ngwezi |
| | 6 | Munjile |
| | 7 | Chivuna |
| | 8 | Konkola |
| | 9 | Malala |
| | 10 | Mabwetuba |
| | 11 | Upper Kaleya |
| | 12 | Chizobo |
| | 13 | Mazabuka |
| | 14 | Nakambala |
| | 15 | Lubombo |
| | 16 | Nega-Nega |
| | 17 | Kasengo |
| | 18 | Chitete |
| | 19 | Nansenga |
| | 20 | Namalundu |
| Monze District | 1 | Malundu |
| | 2 | Kaila |
| | 3 | Keembe |
| | 4 | Choongo West |
| | 5 | Bweengwa |
| | 6 | Choongo East |
| | 7 | Mwanza West |
| | 8 | Chona |
| | 9 | Mwanza East |
| | 10 | Moomba |
| | 11 | Chipembele |
| | 12 | Ufwenuka |
| | 13 | Manungu |
| | 14 | Chisekesi |
| | 15 | Mayaba |
| | 16 | Hufwa |
| | 17 | Katimba |
| | 18 | Hatontola |
| | 19 | Bbombo |
| | 20 | Monze |
| Namwala District | 1 | Namwala Central |
| | 2 | Kaluweza/Ngabo |
| | 3 | Baambwe |
| | 4 | Maala |
| | 5 | Kantengwa |
| | 6 | Kabulamwanda |
| | 7 | Chitongo |
| | 8 | Nakamboma |
| | 9 | Mbeza |
| | 10 | Ndema |
| | 11 | Namakube |
| | 12 | Moobola |
| Siavonga District | 1 | Chirundu |
| | 2 | Ng'ombe-Ilede |
| | 3 | Lusitu |
| | 4 | Nanyangwe |

| | | |
|---------------------|----|--------------|
| | 5 | Kariba |
| | 6 | Simaamba |
| | 7 | Manchavwa |
| | 8 | Sinadambwe |
| | 9 | Lusangazi |
| | 10 | Mulimya |
| | 11 | Sikoonga |
| | 12 | Ibwe Munyama |
| Sinazongwe District | 1 | Mabinga |
| | 2 | Namazambwe |
| | 3 | Mweenda |
| | 4 | Muuka |
| | 5 | Tekelo |
| | 6 | Mweenba |
| | 7 | Maamba |
| | 8 | Mweezya |
| | 9 | Nkandambwe |
| | 10 | Sinazongwe |
| | 11 | Nang'ombe |
| | 12 | Malima |

| | | |
|-------------------------|----|--------------|
| WESTERN PROVINCE | | |
| Kalabo District | 1 | Mambolomoka |
| | 2 | Lueti |
| | 3 | Ng'uma |
| | 4 | Lukona |
| | 5 | Ndoka |
| | 6 | Kandambo |
| | 7 | Tuuwa |
| | 8 | Lutwi |
| | 9 | Buleya |
| | 10 | Luanginga |
| | 11 | Mapungu |
| | 12 | Yuka |
| | 13 | Liumba |
| | 14 | Liumena |
| | 15 | Maala |
| | 16 | Licha |
| | 17 | Lwambi |
| | 18 | Mwenyi |
| | 19 | Sishekanu |
| | 20 | Libonda |
| | 21 | Kuuli |
| | 22 | Mutala |
| | 23 | Nengu |
| | 24 | Siluwe |
| | 25 | Likulundundu |
| Kaoma District | 1 | Nyambi |
| | 2 | Namando |
| | 3 | Litoya |
| | 4 | Nkeyema |
| | 5 | Namilangi |
| | 6 | Mulamatala |
| | 7 | Naliele |
| | 8 | Shikombwe |
| | 9 | Shitwa |
| | 10 | Lalafuta |

| | | |
|--|----|-------------|
| | 11 | Mangango |
| | 12 | Kanabilumbu |
| | 13 | Mbanyutu |
| | 14 | Nkenga |
| | 15 | Mushwala |
| | 16 | Luambuwa |
| | 17 | Namafulo |
| | 18 | Lui |
| | 19 | Mulwa |
| | 20 | Luampa |

| | | |
|-----------------|----|-----------|
| Lukulu District | 1 | Kashamba |
| | 2 | Dongwe |
| | 3 | Mwito |
| | 4 | Kamilende |
| | 5 | Simakumba |
| | 6 | Kang'oti |
| | 7 | Luanchuma |
| | 8 | Lukau |
| | 9 | Likapai |
| | 10 | Mbanga |
| | 11 | Kawayya |
| | 12 | Mwandi |
| | 13 | Namayula |
| | 14 | Kashizhi |
| | 15 | Nyaala |
| | 16 | Mataba |
| | 17 | Mitete |
| | 18 | Lutembwe |
| | 19 | Lupui |
| | 20 | Kakwacha |

| | | |
|----------------|----|--------------|
| Mongu District | 1 | Kanyonyo |
| | 2 | Kambule |
| | 3 | Lewanika |
| | 4 | Mulambwa |
| | 5 | Imwiko |
| | 6 | Ushaa |
| | 7 | Mabili |
| | 8 | Limulunga |
| | 9 | Ikwichi |
| | 10 | Namboma |
| | 11 | Mabumbu |
| | 12 | Lealui |
| | 13 | Kaande |
| | 14 | Yeta |
| | 15 | Katongo |
| | 16 | Lumbo |
| | 17 | Namushakende |
| | 18 | Nakato |
| | 19 | Nangula |
| | 20 | Ndanda |
| | 21 | Lui |
| | 22 | Imalyo |
| | 23 | Mbekise |
| | 24 | Nakanyaa |
| | 25 | Mutondo |

| | | |
|---------------------|----|--------------|
| Senenga District | 1 | Kambai |
| | 2 | Makoka |
| | 3 | Lyamakumba |
| | 4 | Silowana |
| | 5 | Nanjucha |
| | 6 | Muoyo |
| | 7 | Kataba |
| | 8 | Silwizi |
| | 9 | Sibukali |
| | 10 | Mata |
| | 11 | Naluywa |
| | 12 | Wanyau |
| | 13 | Imatongo |
| | 14 | Mwanambinyi |
| | 15 | Lipuwe |
| Sesheke District | 1 | Imusho |
| | 2 | Kalobolelwa |
| | 3 | Lusu |
| | 4 | Mulimambango |
| | 5 | Maondo |
| | 6 | Simungoma |
| | 7 | Mwandi |
| | 8 | Mabumbu |
| | 9 | Sankolonga |
| | 10 | Magumwi |
| | 11 | Machile |
| | 12 | Mulobezi |
| | 13 | Sichili |
| | 14 | Luamuloba |
| | 15 | Kamanga |
| | 16 | Nawinda |
| | 17 | Luampungu |
| | 18 | Mushukula |
| | 19 | Loazamba |
| | 20 | Loanja |
| Shang'ombo District | 1 | Kalongola |
| | 2 | Mbeta |
| | 3 | Sioma |
| | 4 | Mifulani |
| | 5 | Mutomena |
| | 6 | Sikabange |
| | 7 | Nalwashi |
| | 8 | Beshe |
| | 9 | Mulonga |
| | 10 | Simu |
| | 11 | Sipuma |
| | 12 | Kaunga-Mashi |

APPENDIX VI: CONVERSION TABLE FOR CASSAVA

| RAW CASSAVA | | CASSAVA CHIPS | |
|-------------|---------------|---------------|---------------|
| RAW CASSAVA | CASSAVA FLOUR | DRY CHIPS | CASSAVA FLOUR |

| STANDARD BAGS | 90KG BAGS | 50KG BAGS | 90KG BAGS |
|---------------|-----------|-----------|-----------|
| ¼ | 0.16 | ¼ | 0.14 |
| 1/3 | 0.2 | 1/3 | 0.19 |
| 1/2 | 0.3 | ½ | 0.28 |
| 2/3 | 0.4 | 2/3 | 0.37 |
| 3/4 | 0.46 | ¾ | 0.42 |
| 1 | 0.6 | 1 | 0.56 |
| 2 | 1.2 | 2 | 1.11 |
| 3 | 1.8 | 3 | 1.67 |
| 4 | 2.4 | 4 | 2.22 |
| 5 | 3 | 5 | 2.78 |
| 6 | 3.6 | 6 | 3.33 |
| 7 | 4.2 | 7 | 3.89 |
| 8 | 4.8 | 8 | 4.44 |
| 9 | 5.4 | 9 | 5 |
| 10 | 6 | 10 | 5.56 |

APPENDIX VII: CONVERSION TABLE FOR AREA

| | |
|-----------|---------|
| 1 Lima | 0.250ha |
| 1 Acre | 0.405ha |
| 1 Hectare | 1.000ha |

APPENDIX VIII: HOW TO MEASURE HEIGHT/LENGTH OF CHILDREN

A. Child Length/Height Summary Procedure

1. **Measurer or Assistant:** Place the measuring board on a hard flat surface, i.e. ground, floor or steady table.
 2. **Assistant:** Place the questionnaire and pencil on the ground, floor or table (Arrow 1). Kneel with both knees behind the base of the board, if it is on the ground or floor (Arrow2).
 3. **Measurer:** Kneel on the right side of the child so that you can hold the foot piece with your right hand (Arrow 3).
 4. **Measurer and Assistant:** With the mother's help, lay the child on the board by doing the following:
Assistant: Support the back of the child's head with your hands and gradually lower the child on the board.
Measurer: Support the child at the trunk of the body.
 5. **Measurer or Assistant:** If she is not the assistant, asks the mother to kneel on the opposite side of the board facing the measurer to help keep the child calm.
 6. **Assistant:** Cup your hands over the child's ears (Arrow 4). With your arms comfortably straight (Arrow 5), place the child's head against the base of the board so that the child is looking straight up. The child's line of sight should be perpendicular to the ground (Arrow 6). Your head should be straight over the child's head. Look directly into the child's eyes.
 7. **Measurer:** Make sure the child is lying flat and in the centre of the board (Arrow 7). Place your left hand on the child's shins (above the ankles) or on the knees (Arrow 8). Press them firmly against the board. With your right hand, place the foot piece firmly against the child's heels (Arrow9).
 8. **Measurer and Assistant:** Check the child's position (Arrow 1-9). Repeat any steps as necessary.
 9. **Measurer:** When the child's position is correct, read and call out the measurement to nearest 0.1 cm. Remove the foot piece, release your left hand from the child's shins or knees and support the child during the recording.
 10. **Assistant:** Immediately release the child's head, record the measurement, and show it to the measurer.
- NOTE:** If the assistant is untrained, the measurer records the length on the questionnaire.
11. **Measurer:** Check the recorded measurement on the questionnaire for accuracy and legibility. Instruct the assistant to erase and correct any errors.
 12. For children aged 3-23 months measure them as illustrated below. For children aged 24-59 months measure them while standing upright and use all the directions in the illustration below but modify the situation to suit the standing upright position.

* If the assistant is untrained, e.g. the mother, then the measurer should help the assistant with the height/length procedure.

APPENDIX IX: OCCUPATION CODES

MAJOR GROUP1: LEGISLATORS, SENIOR OFFICIALS AND MANAGERS

11 LEGISLATORS AND SENIOR OFFICIALS

111 LEGISLATORS

1110 Legislators

112 SENIOR GOVERNMENT OFFICIALS

1120 Senior government officials

113 TRADITIONAL CHIEFS AND HEADS OF VILLAGES

1130 Traditional chiefs and heads of villages

114 SENIOR OFFICIALS OF SPECIAL-INTEREST ORGANISATIONS

1141 Senior officials of political-party organisations

1142 Senior officials of employer', workers' and other economic-interest organisations

1143 Senior officials of humanitarian and other special-interest organisations

12 CORPORATE MANAGERS²

121 DIRECTORS AND CHIEF EXECUTIVES

1210 Directors and chief executives

122 PRODUCTION AND OPERATIONS DEPARTMENT MANAGERS

1221 Production and operations department managers in agriculture, hunting, forestry and fishing

1222 Production and operations department managers in manufacturing

1223 Production and operations department managers in construction

1224 Production and operations department managers in wholesale and retail trade

1225 Production and operations department managers in restaurants and hotels

1226 Production and operations department managers in transport, storage and communications

1227 Production and operations department managers in business services

1228 Production and operations department managers in personal care, cleaning and related services

1229 Production and operations department managers not elsewhere classified

123 OTHER DEPARTMENT MANAGERS

1231 Finance and administration department managers

1232 Personnel and industrial relations department managers

1233 Sales and marketing department managers

1234 Advertising and public relations department managers

1235 Supply and distribution department managers

1236 Computing services department managers

1237 Research and development department managers

1239 Other department managers not elsewhere classified

13 GENERAL MANAGERS³

131 GENERAL MANAGERS

1311 General managers in agriculture, hunting, forestry and fishing

1312 General managers in manufacturing

1313 General managers in construction

1314 General managers in wholesale and retail trade

1315 General managers of restaurants and hotels

² This group is intended to include persons who - as directors, chief executives or department managers - manage enterprises or organisations, or departments, requiring a total of three or more managers

³ This group is intended to include persons who manage enterprises, or in some cases organisations, on their own behalf, or on behalf of the proprietor, with some non-managerial help and the assistance of no more than one other manager who should also be classified in this sub-major group as, in most cases, the tasks will be broader than those of a specialised manager in a large enterprise or organisation. Non-managerial staff should be classified according to their specific tasks.

- 1316 General managers in transport, storage and communications
- 1317 General managers of business services
- 1318 General managers in personal care, cleaning and related services
- 1319 General managers not elsewhere classified

MAJOR GROUP 2: PROFESSIONALS

21 PHYSICAL, MATHEMATICAL AND ENGINEERING SCIENCE PROFESSIONALS

211 PHYSICISTS, CHEMISTS AND RELATED PROFESSIONALS

- 2111 Physicists and astronomers
- 2112 Meteorologists
- 2113 Chemists
- 2114 Geologists and geophysicists

212 MATHEMATICIANS, STATISTICIANS AND RELATED PROFESSIONALS

- 2121 Mathematicians and related professionals
- 2122 Statisticians

213 COMPUTING PROFESSIONALS

- 2131 Computer system designers and analysts
- 2132 Computer programmers
- 2139 Computing professional not elsewhere classified

214 ARCHITECTS, ENGINEERS AND RELATED PROFESSIONALS

- 2141 Architects, town and traffic planners
- 2142 Civil engineers
- 2143 Electrical engineers
- 2144 Electronics and telecommunications engineers
- 2145 Mechanical engineers
- 2146 Chemical engineers
- 2147 Mining engineers, metallurgists and related professionals
- 2148 Cartographers and surveyors
- 2149 Architects, engineers and related professionals not elsewhere classified

22 LIFE SCIENCE AND HEALTH PROFESSIONALS

221 LIFE SCIENCE PROFESSIONALS

- 2211 Biologists, botanists, zoologists and related professionals
- 2212 Pharmacologists, pathologists and related professionals
- 2213 Agronomists and related professionals

222 HEALTH PROFESSIONALS (except nursing)

- 2221 Medical doctors
- 2222 Dentists
- 2223 Veterinarians
- 2224 Pharmacists
- 2229 Health professionals (except nursing) not elsewhere classified

223 NURSING AND MIDWIFERY PROFESSIONALS

- 2230 Nursing and midwifery professionals

23 TEACHING PROFESSIONALS

231 COLLEGE, UNIVERSITY AND HIGHER EDUCATION TEACHING PROFESSIONALS

- 2310 College, university and higher education teaching professionals

232 SECONDARY EDUCATION TEACHING PROFESSIONALS

- 2320 Secondary education teaching professionals

233 PRIMARY AND PRE-PRIMARY EDUCATION TEACHING PROFESSIONALS

- 2331 Primary education teaching professionals
- 2332 Pre-primary education teaching professionals

234 SPECIAL EDUCATION TEACHING PROFESSIONAL

2340 Special education teaching professionals

235 OTHER TEACHING PROFESSIONALS

2351 Education methods specialists

2352 School inspectors

2359 Other teaching professionals not elsewhere classified

24 OTHER PROFESSIONALS**241 BUSINESS PROFESSIONALS**

2411 Accountants

2412 Personnel and careers professionals

2419 Business professionals not elsewhere classified

242 LEGAL PROFESSIONALS

2421 Lawyers

2422 Judges

2429 Legal professionals not elsewhere classified

243 ARCHIVISTS, LIBRARIANS AND RELATED INFORMATION PROFESSIONALS

2431 Archivists and curators

2432 Librarians and related information professionals

244 SOCIAL SCIENCE AND RELATED PROFESSIONALS

2441 Economists

2442 Sociologist, anthropologists and related professionals

2443 Philosophers, historians and political scientists

2444 Philologists, translators and interpreters

2445 Psychologists

2446 Social work professionals

245 WRITERS AND CREATIVE OR PERFORMING ARTISTS

2451 Authors, journalists and other writers

2452 Sculptors, painters, and related artists

2453 Composers, musicians and singers

2454 Choreographers and dancers

2455 Film, stage and related actors and directors

246 RELIGIOUS PROFESSIONALS

2460 Religious professionals

MAJOR GROUP3: TECHNICIANS AND ASSOCIATE PROFESSIONALS**31 PHYSICAL AND ENGINEERING SCIENCE ASSOCIATE PROFESSIONALS****311 PHYSICAL AND ENGINEERING SCIENCE TECHNICIANS**

3111 Chemical and physical science technicians

3112 Civil engineering technicians

3113 Electrical engineering technicians

3114 Electronics and telecommunications engineering technicians

3115 Mechanical engineering technicians

3116 Chemical engineering technicians

3117 Mining and metallurgical technicians

3118 Draughtspersons

3119 Physical and engineering science technicians not elsewhere classified

312 COMPUTER ASSOCIATE PROFESSIONALS

3121 Computer assistants

3122 Computer equipment operators

3123 Industrial robot controllers

313 OPTICAL AND ELECTRONIC EQUIPMENT OPERATORS

- 3131 Photographers and image and sound recording equipment operators
- 3132 Broadcasting and telecommunication equipment operators
- 3133 Medical equipment operators
- 3139 Optical and electronic equipment operators not elsewhere classified

314 SHIP AND AIRCRAFT CONTROLLERS AND TECHNICIANS

- 3141 Ships' engineers
- 3142 Ships' deck officers and pilots
- 3143 Aircraft pilots and related associate professionals
- 3144 Air traffic controllers
- 3145 Air traffic safety technicians

315 SAFETY AND QUALITY INSPECTORS

- 3151 Building and fire inspectors
- 3152 Safety, health and quality inspectors

32 LIFE SCIENCE AND HEALTH ASSOCIATE PROFESSIONALS**321 LIFE SCIENCE TECHNICIANS AND RELATED ASSOCIATE PROFESSIONALS**

- 3211 Life science technicians
- 3212 Agronomy and forestry technicians
- 3213 Farming and forestry advisers

322 MODERN HEALTH ASSOCIATE PROFESSIONALS (except nursing)

- 3221 Medical assistants
- 3222 Sanitarians
- 3223 Dieticians and nutritionists
- 3224 Optometrists and opticians
- 3225 Dental assistants
- 3226 Physiotherapists and related associate professionals
- 3227 Veterinary assistants
- 3228 Pharmaceutical assistants
- 3229 Modern health associate professionals (except nursing) not else where classified

323 NURSING AND MIDWIFERY ASSOCIATE PROFESSIONALS

- 3231 Nursing associate professionals
- 3232 Midwifery associate professionals

324 TRADITIONAL MEDICINE PRACTITIONER AND FAITH HEALERS

- 3241 Traditional medicine practitioners
- 3242 Faith healers

33 TEACHING ASSOCIATE PROFESSIONALS**331 PRIMARY EDUCATION TEACHING ASSOCIATE PROFESSIONALS**

- 3310 Primary education teaching associate professionals

332 PRE-PRIMARY EDUCATION TEACHING ASSOCIATE PROFESSIONALS

- 3320 Pre-primary education teaching associate professionals

333 SPECIAL EDUCATION TEACHING ASSOCIATE PROFESSIONALS

- 3330 Special education teaching associate professionals

334 OTHER TEACHING ASSOCIATE PROFESSIONALS

- 3340 Other teaching associate professionals

34 OTHER ASSOCIATE PROFESSIONALS**341 FINANCE AND SALES ASSOCIATE PROFESSIONALS**

- 3411 Securities and finance dealers and brokers
- 3412 Insurance representatives

- 3413 Estate agents
- 3414 Travel consultants and organisers
- 3415 Technical and commercial sales representatives
- 3416 Buyers
- 3417 Appraisers, valuers and auctioneers
- 3419 Finance and sales associate professionals not elsewhere classified

342 BUSINESS SERVICES AGENTS AND TRADE BROKERS

- 3421 Trade brokers
- 3422 Clearing and forwarding agents
- 3423 Employment agents and labour contractors
- 3429 Business services agents and trade brokers not elsewhere classified

343 ADMINISTRATIVE ASSOCIATE PROFESSIONALS

- 3431 Administrative secretaries and related associate professional
- 3432 Legal and related business associate professionals
- 3433 Bookkeepers
- 3434 Statistical, mathematical and related associate professionals
- 3439 Administrative associate professionals not elsewhere classified

344 CUSTOMS, TAX AND RELATED GOVERNMENT ASSOCIATE PROFESSIONALS

- 3441 Customs and border inspectors
- 3442 Government tax and excise officials
- 3443 Government social benefits officials
- 3444 Government licensing officials
- 3449 Customs, tax and related government associate professionals not elsewhere classified

345 POLICE INSPECTORS AND DETECTIVES

- 3450 Police inspectors and detectives

346 SOCIAL WORK ASSOCIATE PROFESSIONALS

- 3460 Social work associate professionals

347 ARTISTIC, ENTERTAINMENT AND SPORTS ASSOCIATE PROFESSIONALS

- 3471 Decorators and commercials designers
- 3472 Radio, television and other announcers
- 3473 Street, nightclub and related musicians, singers and dancers
- 3474 Clowns, magicians, acrobats and related associate professionals
- 3475 Athletes, sportspersons and related associate professionals

348 RELIGIOUS ASSOCIATE PROFESSIONALS

- 3480 Religious associate professionals

MAJOR GROUP 4: CLERKS

- 41 OFFICE CLERKS
- 411 SECRETARIES AND KEYBOARD-OPERATING CLERKS
- 4111 Stenographers and typists
- 4112 Word-processor and related operators
- 4113 Data entry operators
- 4114 Calculating-machine operators
- 4115 Secretaries

412 NUMERICAL CLERKS

- 4121 Accounting and bookkeeping clerks
- 4122 Statistical and finance clerks

413 MATERIAL-RECORDING AND TRANSPORT CLERKS

- 4131 Stock clerks
- 4132 Production clerks
- 4133 Transport clerks

414 LIBRARY, MAIL AND RELATED CLERKS

- 4141 Library and filing clerks
- 4142 Mail carriers and sorting clerks
- 4143 Coding, proof-reading and related clerks
- 4144 Scribes and related workers

419 OTHER OFFICE CLERKS

- 4190 Other office clerks

42 CUSTOMER SERVICES CLERKS**421 CASHIERS, TELLERS AND RELATED CLERKS**

- 4211 Cashiers and ticket clerks
- 4212 Tellers and other counter clerks
- 4213 Bookmakers and croupiers
- 4214 Pawnbrokers and moneylenders
- 4215 Debt-collectors and related workers

422 CLIENT INFORMATION CLERKS

- 4221 Travel agency and related clerks
- 4222 Receptionists and information clerks
- 4223 Telephone switchboard operators

MAJOR GROUP 5: SERVICE WORKERS AND SHOP AND MARKET SALES WORKERS**51 PERSONAL AND PROTECTIVE SERVICES WORKERS****511 TRAVEL ATTENDANTS AND RELATED WORKERS**

- 5111 Travel attendants and travel stewards
- 5112 Transport conductors
- 5113 Travel guides

512 HOUSEKEEPING AND RESTAURANT SERVICES WORKERS

- 5121 Housekeepers and related workers
- 5122 Cooks
- 5123 Waiters, waitresses and bartenders

513 PERSONAL CARE AND RELATED WORKERS

- 5131 Child-care workers
- 5132 Institution-based personal care workers
- 5133 Home-based personal care workers
- 5139 Personal care and related workers not elsewhere classified

514 OTHER PERSONAL SERVICES WORKERS

- 5141 Hairdressers, barbers, beauticians and related workers
- 5142 Companions and valets
- 5143 Undertakers and embalmers
- 5149 Other personal services workers not elsewhere classified

515 ASTROLOGERS, FORTUNE-TELLERS AND RELATED WORKERS

- 5151 Astrologers and related workers
- 5152 Fortune-tellers, palmists and related workers

516 PROTECTIVE SERVICES WORKERS

- 5161 Fire fighters
- 5162 Police officers
- 5163 Prison guards
- 5169 Protective services workers not elsewhere classified

52 MODELS, SALESPERSONS AND DEMONSTRATORS**521 FASHION AND OTHER MODELS**

- 5210 Fashion and other models

522 SHOP SALESPERSONS AND DEMONSTRATORS

5220 Shop salespersons and demonstrators

523 STALL AND MARKET SALESPERSONS

5230 Stall and market salespersons

MAJOR GROUP 6: SKILLED AGRICULTURAL AND FISHERY WORKERS**61 MARKET-ORIENTED SKILLED AGRICULTURAL AND FISHERY WORKERS****611 MARKET GARDENERS AND CROP GROWERS**

6111 Field crop and vegetables growers

6112 Tree and shrub crop growers

6113 Gardeners, horticultural and nursery growers

6114 Mixed-crop growers

612 MARKET-ORIENTED ANIMAL PRODUCERS AND RELATED WORKERS

6121 Dairy and livestock producers

6122 Poultry producers

6123 Apiarists and Seri culturists

6124 Mixed-animal producers

6129 Market-oriented animal producers and related workers not elsewhere classified

613 MARKET-ORIENTED CROP AND ANIMAL PRODUCERS

6130 Market-oriented crop and animal producers

614 FORESTRY AND RELATED WORKERS

6141 Forestry workers and loggers

6142 Charcoal burners and related workers

615 FISHERY WORKERS, HUNTERS AND TRAPPERS

6151 Aquatic-life cultivation workers

6152 Inland and coastal waters fishery workers

6153 Deep-sea fishery workers

6154 Hunters and trappers

62 SUBSISTENCE AGRICULTURAL AND FISHERY WORKERS**621 SUBSISTENCE AGRICULTURAL AND FISHERY WORKERS**

6210 Subsistence agricultural and fishery workers

MAJOR GROUP 7: CRAFT AND RELATED TRADE WORKERS**71 EXTRACTION AND BUILDING TRADES WORKERS****711 MINERS, SHOTFIRERS, STONE CUTTERS AND CARVERS**

7111 Miners and quarry workers

7112 Shot fires and blasters

7113 Stone splitters, cutters and carvers

712 BUILDING FRAME AND RELATED TRADES WORKERS

7121 Builders, traditional materials

7122 Bricklayers and stonemasons

7123 Concrete placers, concrete finishers and related workers

7124 Carpenters and joiners

7129 Building frame and related trades workers not elsewhere classified

713 BUILDING FINISHERS AND RELATED TRADES WORKERS

7131 Roofers

7132 Floor layers and tile setters

7133 Plasterers

7134 Insulation workers

7135 Glaziers
7136 Plumbers and pipe fitters
7137 Building and related electricians

714 PAINTERS AND BUILDING STRUCTURE CLEANERS AND RELATED TRADES WORKERS

7141 Painters and related workers
7142 Varnishers and related painters
7143 Building structure cleaners

72 METAL, MACHINERY AND RELATED TRADES WORKERS

721 METAL MOULDERS, WELDERS, SHEET-METAL WORKERS, STRUCTURAL-METAL PREPARERS, AND RELATED TRADES WORKERS

7211 Metal moulders and core makers
7212 Welders and flame cutters
7213 Sheet-metal workers
7214 Structural-metal preparers and erectors
7215 Riggers and cable splicers
7216 Underwater workers

722 BLACKSMITHS, TOOLMAKERS AND RELATED TRADES WORKERS

7221 Blacksmiths, hammer-smiths and forging-press workers
7222 Toolmakers and related workers
7223 Machine-tool setters and setters-operators
7224 Metal wheel-grinders, polishers and tool sharpeners

723 MACHINERY MECHANICS AND FITTERS

7231 Motor vehicle mechanics and fitters
7232 Aircraft engine mechanics and fitters
7233 Agricultural-or industrial-machinery mechanics and fitters

724 ELECTRICAL AND ELECTRONIC EQUIPMENT MECHANICS AND FITTERS

7241 Electrical mechanics and fitters
7242 Electronics fitters
7243 Electronics mechanics and servicers
7244 Telegraph and telephone installers and servicers
7245 Electrical line installers, repairers and cable jointers

73 PRECISION, HANDICRAFT, PRINTING AND RELATED WORKERS

731 PRECISION WORKERS IN METAL AND RELATED MATERIALS

7311 Precision-instrument makers and repairers
7312 Musical-instrument makers and tuners
7313 Jewellery and precious metal workers

732 POTTERS, GLASSMAKERS AND RELATED TRADES WORKERS

7321 Abrasive wheel formers, potters and related workers
7322 Glassmakers, cutters, grinders and finishers
7323 Glass engravers and etchers
7324 Glass, ceramics and related decorative painters

733 HANDICRAFT WORKERS IN WOOD, TEXTILE, LEATHER AND RELATED MATERIALS

7331 Handicraft workers in wood and related materials
7332 Handicraft workers in textile, leather and related materials

734 PRINTING AND RELATED TRADES WORKERS

7341 Compositors, typesetters and related workers
7342 Stereotypers and electrotypers
7343 Printing engravers and etchers

7344 Photographic and related workers
7345 Bookbinders and related workers
7346 Silk-screen, block and textile printers

74 OTHER CRAFT AND RELATED TRADES WORKERS

741 FOOD PROCESSING AND RELATED TRADES WORKERS

7411 Butchers, fishmongers and related food preparers
7412 Bakers, pastry-cooks and confectionery makers
7413 Dairy-product makers
7414 Fruit, vegetable and related preservers
7415 Food and beverage tasters and graders
7416 Tobacco preparers and tobacco products makers

742 WOOD TREATERS, CABINET-MAKERS AND RELATED TRADES WORKERS

7421 Wood treaters
7422 Cabinet-makers and related workers
7423 Woodworking-machine setters and setter-operators
7424 Basketry weavers, brush makers and related workers

743 TEXTILE, GARMENT AND RELATED TRADES WORKERS

7431 Fibre prepares
7432 Weavers, knitters and related workers
7433 Tailors, dressmakers and hatters
7434 Furriers and related workers
7435 Textile, leather and related pattern makers and cutters
7436 Sewers, embroiderers and related workers
7437 Upholsterers and related workers

744 PELT, LEATHER AND SHOEMAKING TRADES WORKERS

7441 Pelt dressers, tanners and fellmongers
7442 Shoemakers and related workers

MAJOR GROUP 8: PLANT AND MACHINE OPERATORS AND ASSEMBLERS

81 STATIONARY-PLANT AND RELATED OPERATORS

811 MINING-AND MINERAL-PROCESSING-PLANT OPERATORS

8111 Mining-plant operators
8112 Mineral-ore- and stone-processing-plant operators
8113 Well drillers and borers and related workers

812 METAL-PROCESSING-PLANT OPERATORS

8121 Ore and metal furnace operators
8122 Metal melters, casters and rolling-mill operators
8123 Metal-heat-treating-plant operators
8124 Metal drawers and extruders

813 GLASS, CERAMICS AND RELATED PLANT OPERATORS

8131 Glass and ceramics kiln and related machine operators
8139 Glass, ceramics and related plant operators not elsewhere classified

814 WOOD-PROCESSING AND PAPERMAKING-PLANT OPERATORS

8141 Wood-processing-plant operators
8142 Paper-pulp plant operators
8143 Papermaking-plant operators

815 CHEMICAL-PROCESSING-PLANT OPERATORS

8151 Crushing-, grinding- and chemical-mixing machinery operators
8152 Chemical-heat-treating-plant operators
8153 Chemical-filtering- and separating-equipment operators
8154 Chemical-still and reactor operators (except petroleum and natural gas)

8155 Petroleum- and natural-gas-refining-plant operators
8159 Chemical-processing-plant operators not elsewhere classified

816 POWER-PRODUCTION AND RELATED PLANT OPERATORS

8161 Power-production plant operators
8162 Steam engine and boiler operators
8163 Incinerator, water-treatment and related plant operators

817 AUTOMATED-ASSEMBLY-LINE AND INDUSTRIAL-ROBOT OPERATORS

8171 Automated-assembly-line operators
8172 Industrial-robot operators

82 MACHINE OPERATORS AND ASSEMBLERS

821 METAL- AND MINERAL-PRODUCTS MACHINE OPERATORS

8211 Machine-tool operators
8212 Cement and other mineral products machine operators

822 CHEMICAL-PRODUCTS MACHINE OPERATORS

8221 Pharmaceutical- toiletry-products machine operators
8222 Ammunition- and explosive-product machine operators
8223 Metal finishing- plating- and coating-machine operators
8224 Photographic-products machine operators
8229 Chemical-products machine operators not elsewhere classified

823 RUBBER- AND PLASTIC-PRODUCTS MACHINE OPERATORS

8231 Rubber-product machine operators
8232 Plastic-products machine operators

824 WOOD-PRODUCTS MACHINE OPERATORS

8240 Wood-products machine operators

825 PRINTING-, BINDING-AND PAPER-PRODUCT MACHINE OPERATORS

8251 Printing-machine operators
8252 Bookbinding-machine operators
8253 Paper-products machine operators

826 TEXTILE-, FUR- AND LEATHER-PRODUCTS MACHINE OPERATORS

8261 Fibre-preparing-, spinning- and winding-machine operators
8262 Weaving- and knitting-machine operators
8263 Sewing-machine operators
8264 Bleaching-, dyeing- and cleaning-machine operators
8265 Fur- and leather-preparing-machine operators
8266 Shoemaking and related machine operators
8269 Textile-, fur- and leather-products machine operators not elsewhere classified

827 FOOD AND RELATED PRODUCTS MACHINE OPERATORS

8271 Meat- and fish-processing-machine operators
8272 Dairy-products machine operators
8273 Grain- and spice-milling-machine operators
8274 Baked-goods, cereal and chocolate-products machine operators
8275 Fruit-, vegetable- and nut-processing-machine operators
8276 Sugar production machine operators
8277 Tea-, coffee-, and cocoa-processing-machine operators
8278 Brewers-, wine and other beverage machine operators
8279 Tobacco production machine operators

828 ASSEMBLERS

8281 Mechanical-machinery assemblers
8282 Electrical-equipment assemblers
8283 Electronic-equipment assemblers

8284 Metal-, rubber- and plastic-products assemblers
8285 Wood and related products assemblers
8286 Paperboard, textile and related products assemblers

829 OTHER MACHINE OPERATORS AND ASSEMBLERS

8290 Other machine operators and assemblers

83 DRIVERS AND MOBILE-PLANT OPERATORS

831 LOCOMOTIVE-ENGINE DRIVERS AND RELATED WORKERS

8311 Locomotive-engine drivers
8312 Railway brakemen, signallers and shunters

832 MOTOR-VEHICLE DRIVERS

8321 Motorcycle drivers
8322 Car, taxi and van drivers
8323 Bus and tram drivers
8324 Heavy truck and lorry drivers

833 AGRICULTURAL AND OTHER MOBILE-PLANT OPERATORS

8331 Motorised farm and forestry plant operators
8332 Earth-moving- and related plant operators
8333 Crane, hoist and related plant operators
8334 Lifting-truck operators

834 SHIPS' DECK CREWS AND RELATED WORKERS

8340 Ships' deck crews and related workers

MAJOR GROUP 9: ELEMENTARY OCCUPATIONS

91 SALES AND SERVICES ELEMENTARY OCCUPATIONS

911 STREET VENDORS AND RELATED WORKERS

9111 Street food vendors
9112 Street vendors, non-food products
9113 Door-to-door and telephone salespersons

912 SHOE CLEANING AND OTHER STREET SERVICES ELEMENTARY OCCUPATIONS

9120 Shoe cleaning and other street services elementary occupations

913 DOMESTIC AND RELATED HELPERS, CLEANERS AND LAUNDERERS

9131 Domestic helpers and cleaners
9132 Helpers and cleaners in offices, hotels and other establishments
9133 Hand-launders and pressers

914 BUILDING CARETAKERS, WINDOW AND RELATED CLEANERS

9141 Building caretakers
9142 Vehicle, window and related cleaners

915 MESSENGERS, PORTERS, DOORKEEPERS AND RELATED WORKERS

9151 Messengers, package and luggage porters and deliverers
9152 Doorkeepers, watchpersons and related workers
9153 Vending-machine money collectors, meter readers and related workers

916 GARBAGE COLLECTORS AND RELATED LABOURERS

9161 Garbage collectors
9162 Sweepers and related labourers

92 AGRICULTURAL, FISHERY AND RELATED LABOURERS

921 AGRICULTURAL, FISHERY AND RELATED LABOURERS

9211 Farm hands and labourers
9212 Forestry labourer

9213 Fishery, hunting and trapping labourers

93 LABOURERS IN MINING, CONSTRUCTION, MANUFACTURING AND TRANSPORT

931 MINING AND CONSTRUCTION LABOURERS

9311 Mining and quarrying labourers

9312 Construction and maintenance labourers: roads, dams and similar constructions

9313 Building construction labourers

932 MANUFACTURING LABOURERS

9321 Assembling labourers

9322 Hand packers and other manufacturing labourers

933 TRANSPORT LABOURERS AND FREIGHT HANDLERS

9331 Hand or pedal vehicle drivers

9332 Drivers of animal-drawn vehicles and machinery

9333 Freight handlers

MAJOR GROUP 0: ARMED FORCES

01 ARMED FORCES

011 ARMED FORCES

0110 Armed forces

APPENDIX X: INDUSTRY CODES

International Standard Industrial Classification of All Economic Activities (ISIC), Revision 4

Section A: Agriculture, forestry and fishing

| Division | Group | Class | Description |
|----------|-------|-------|---|
| 01 | | | Crop and animal production, hunting and related service activities |
| | 011 | | Growing of non-perennial crops |
| | | 0111 | Growing of cereals (except rice), leguminous crops and oil seeds |
| | | 0112 | Growing of rice |
| | | 0113 | Growing of vegetables and melons, roots and tubers |
| | | 0114 | Growing of sugar cane |
| | | 0115 | Growing of tobacco |
| | | 0116 | Growing of fibre crops |
| | | 0119 | Growing of other non-perennial crops |
| | 012 | | Growing of perennial crops |
| | | 0121 | Growing of grapes |
| | | 0122 | Growing of tropical and subtropical fruits |
| | | 0123 | Growing of citrus fruits |
| | | 0124 | Growing of pome fruits and stone fruits |
| | | 0125 | Growing of other tree and bush fruits and nuts |
| | | 0126 | Growing of oleaginous fruits |
| | | 0127 | Growing of beverage crops |
| | | 0128 | Growing of spices, aromatic, drug and pharmaceutical crops |
| | | 0129 | Growing of other perennial crops |
| | 013 | 0130 | Plant propagation |
| | 014 | | Animal production |
| | | 0141 | Raising of cattle and buffaloes |
| | | 0142 | Raising of horses and other equines |
| | | 0143 | Raising of camels and camelids |
| | | 0144 | Raising of sheep and goats |
| | | 0145 | Raising of swine/pigs |
| | | 0146 | Raising of poultry |
| | | 0149 | Raising of other animals |
| | 015 | 0150 | Mixed farming |
| | 016 | | Support activities to agriculture and post-harvest crop activities |
| | | 0161 | Support activities for crop production |
| | | 0162 | Support activities for animal production |
| | | 0163 | Post-harvest crop activities |
| | | 0164 | Seed processing for propagation |
| | 017 | 0170 | Hunting, trapping and related service activities |
| 02 | | | Forestry and logging |
| | 021 | 0210 | Silviculture and other forestry activities |
| | 022 | 0220 | Logging |
| | 023 | 0230 | Gathering of non-wood forest products |
| | 024 | 0240 | Support services to forestry |
| 03 | | | Fishing and aquaculture |
| | 031 | | Fishing |
| | | 0311 | Marine fishing |
| | | 0312 | Freshwater fishing |
| | 032 | | Aquaculture |
| | | 0321 | Marine aquaculture |
| | | 0322 | Freshwater aquaculture |

Section B: Mining and quarrying

| Division | Group | Class | Description |
|----------|-------|-------|---|
| 05 | | | Mining of coal and lignite |
| | 051 | 0510 | Mining of hard coal |
| | 052 | 0520 | Mining of lignite |
| 06 | | | Extraction of crude petroleum and natural gas |
| | 061 | 0610 | Extraction of crude petroleum |
| | 062 | 0620 | Extraction of natural gas |
| 07 | | | Mining of metal ores |
| | 071 | 0710 | Mining of iron ores |
| | 072 | | Mining of non-ferrous metal ores |
| | | 0721 | Mining of uranium and thorium ores |
| | | 0729 | Mining of other non-ferrous metal ores |
| 08 | | | Other mining and quarrying |
| | 081 | 0810 | Quarrying of stone, sand and clay |
| | 089 | | Mining and quarrying n.e.c. |
| | | 0891 | Mining of chemical and fertilizer minerals |
| | | 0892 | Extraction of peat |
| | | 0893 | Extraction of salt |
| | | 0899 | Other mining and quarrying n.e.c. |
| 09 | | | Mining support service activities |
| | 091 | 0910 | Support activities for petroleum and natural gas extraction |
| | 099 | 0990 | Support activities for other mining and quarrying |

Section C: Manufacturing

| Division | Group | Class | Description |
|----------|-------|-------|---|
| 10 | | | Manufacture of food products |
| | 101 | 1010 | Processing and preserving of meat |
| | 102 | 1020 | Processing and preserving of fish, crustaceans and molluscs |
| | 103 | 1030 | Processing and preserving of fruit and vegetables |
| | 104 | 1040 | Manufacture of vegetable and animal oils and fats |
| | 105 | 1050 | Manufacture of dairy products |
| | 106 | | Manufacture of grain mill products, starches and starch products |
| | | 1061 | Manufacture of grain mill products |
| | | 1062 | Manufacture of starches and starch products |
| | 107 | | Manufacture of other food products |
| | | 1071 | Manufacture of bakery products |
| | | 1072 | Manufacture of sugar |
| | | 1073 | Manufacture of cocoa, chocolate and sugar confectionery |
| | | 1074 | Manufacture of macaroni, noodles, couscous and similar farinaceous products |
| | | 1075 | Manufacture of prepared meals and dishes |
| | | 1079 | Manufacture of other food products n.e.c. |
| | 108 | 1080 | Manufacture of prepared animal feeds |
| 11 | | | Manufacture of beverages |
| | | 1101 | Distilling, rectifying and blending of spirits |
| | | 1102 | Manufacture of wines |
| | | 1103 | Manufacture of malt liquors and malt |
| | | 1104 | Manufacture of soft drinks; production of mineral waters and other bottled waters |
| 12 | | | Manufacture of tobacco products |
| | 120 | 1200 | Manufacture of tobacco products |
| 13 | | | Manufacture of textiles |
| | 131 | | Spinning, weaving and finishing of textiles |

| | | |
|-----|------|--|
| | 1311 | Preparation and spinning of textile fibres |
| | 1312 | Weaving of textiles |
| | 1313 | Finishing of textiles |
| 139 | | Manufacture of other textiles |
| | 1391 | Manufacture of knitted and crocheted fabrics |
| | 1392 | Manufacture of made-up textile articles, except apparel |
| | 1393 | Manufacture of carpets and rugs |
| | 1394 | Manufacture of cordage, rope, twine and netting |
| | 1399 | Manufacture of other textiles n.e.c. |
| 14 | | Manufacture of wearing apparel |
| | 141 | 1410 Manufacture of wearing apparel, except fur apparel |
| | 142 | 1420 Manufacture of articles of fur |
| | 143 | 1430 Manufacture of knitted and crocheted apparel |
| 15 | | Manufacture of leather and related products |
| | 151 | Tanning and dressing of leather; manufacture of luggage, handbags, saddlery and harness; dressing and dyeing of fur |
| | 1511 | Tanning and dressing of leather; dressing and dyeing of fur |
| | 1512 | Manufacture of luggage, handbags and the like, saddlery and harness |
| | 152 | 1520 Manufacture of footwear |
| 16 | | Manufacture of wood and of products of wood and cork, except furniture; Manufacture of articles of straw and plaiting materials |
| | 161 | 1610 Sawmilling and planing of wood |
| | 162 | Manufacture of products of wood, cork, straw and plaiting materials |
| | 1621 | Manufacture of veneer sheets and wood-based panels |
| | 1622 | Manufacture of builders' carpentry and joinery |
| | 1623 | Manufacture of wooden containers |
| | 1629 | Manufacture of other products of wood; manufacture of articles of cork, straw and plaiting materials |
| 17 | | Manufacture of paper and paper products |
| | 1701 | Manufacture of pulp, paper and paperboard |
| | 1702 | Manufacture of corrugated paper and paperboard and of containers of paper and paperboard |
| | 1709 | Manufacture of other articles of paper and paperboard |
| 18 | | Printing and reproduction of recorded media |
| | 181 | Printing and service activities related to printing |
| | 1811 | Printing |
| | 1812 | Service activities related to printing |
| | 182 | 1820 Reproduction of recorded media |
| 19 | | Manufacture of coke and refined petroleum products |
| | 191 | 1910 Manufacture of coke oven products |
| | 192 | 1920 Manufacture of refined petroleum products |
| 20 | | Manufacture of chemicals and chemical products |
| | 201 | Manufacture of basic chemicals, fertilizers and nitrogen compounds, plastics and synthetic rubber in primary forms |
| | 2011 | Manufacture of basic chemicals |
| | 2012 | Manufacture of fertilizers and nitrogen compounds |
| | 2013 | Manufacture of plastics and synthetic rubber in primary forms |
| | 202 | Manufacture of other chemical products |
| | 2021 | Manufacture of pesticides and other agrochemical products |
| | 2022 | Manufacture of paints, varnishes and similar coatings, printing ink and mastics |
| | 2023 | Manufacture of soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations |
| | 2029 | Manufacture of other chemical products n.e.c. |
| | 203 | 2030 Manufacture of man-made fibres |
| 21 | | Manufacture of pharmaceuticals, medicinal chemical and botanical products |
| | 210 | 2100 Manufacture of pharmaceuticals, medicinal chemical and botanical products |
| 22 | | Manufacture of rubber and plastics products |
| | 221 | Manufacture of rubber products |

| | | |
|----|------|--|
| | 2211 | Manufacture of rubber tyres and tubes; retreading and rebuilding of rubber tyres |
| | 2219 | Manufacture of other rubber products |
| 23 | 222 | 2220 Manufacture of plastics products |
| | | Manufacture of other non-metallic mineral products |
| | 231 | 2310 Manufacture of glass and glass products |
| | 239 | Manufacture of non-metallic mineral products n.e.c. |
| | 2391 | Manufacture of refractory products |
| | 2392 | Manufacture of clay building materials |
| | 2393 | Manufacture of other porcelain and ceramic products |
| | 2394 | Manufacture of cement, lime and plaster |
| | 2395 | Manufacture of articles of concrete, cement and plaster |
| | 2396 | Cutting, shaping and finishing of stone |
| | 2399 | Manufacture of other non-metallic mineral products n.e.c. |
| 24 | | Manufacture of basic metals |
| | 241 | 2410 Manufacture of basic iron and steel |
| | 242 | 2420 Manufacture of basic precious and other non-ferrous metals |
| | 243 | Casting of metals |
| | 2431 | Casting of iron and steel |
| | 2432 | Casting of non-ferrous metals |
| 25 | | Manufacture of fabricated metal products, except machinery and equipment |
| | 251 | Manufacture of structural metal products, tanks, reservoirs and steam generators |
| | 2511 | Manufacture of structural metal products |
| | 2512 | Manufacture of tanks, reservoirs and containers of metal |
| | 2513 | Manufacture of steam generators, except central heating hot water boilers |
| | 252 | 2520 Manufacture of weapons and ammunition |
| | 259 | Manufacture of other fabricated metal products; metalworking service activities |
| | 2591 | Forging, pressing, stamping and roll-forming of metal; powder metallurgy |
| | 2592 | Treatment and coating of metals; machining |
| | 2593 | Manufacture of cutlery, hand tools and general hardware |
| | 2599 | Manufacture of other fabricated metal products n.e.c. |
| 26 | | Manufacture of computer, electronic and optical products |
| | 261 | 2610 Manufacture of electronic components and boards |
| | 262 | 2620 Manufacture of computers and peripheral equipment |
| | 263 | 2630 Manufacture of communication equipment |
| | 264 | 2640 Manufacture of consumer electronics |
| | 265 | Manufacture of measuring, testing, navigating and control equipment; watches and clocks |
| | 2651 | Manufacture of measuring, testing, navigating and control equipment |
| | 2652 | Manufacture of watches and clocks |
| | 266 | 2660 Manufacture of irradiation, electromedical and electrotherapeutic equipment |
| | 267 | 2670 Manufacture of optical instruments and photographic equipment |
| | 268 | 2680 Manufacture of magnetic and optical media |
| 27 | | Manufacture of electrical equipment |
| | 271 | 2710 Manufacture of electric motors, generators, transformers and electricity distribution and control apparatus |
| | 272 | 2720 Manufacture of batteries and accumulators |
| | 273 | Manufacture of wiring and wiring devices |
| | 2731 | Manufacture of fibre optic cables |
| | 2732 | Manufacture of other electronic and electric wires and cables |
| | 2733 | Manufacture of wiring devices |
| | 274 | 2740 Manufacture of electric lighting equipment |
| | 275 | 2750 Manufacture of domestic appliances |
| | 279 | 2790 Manufacture of other electrical equipment |
| 28 | | Manufacture of machinery and equipment n.e.c. |
| | 281 | Manufacture of general-purpose machinery |

| | | |
|-----|------|--|
| | 2811 | Manufacture of engines and turbines, except aircraft, vehicle and cycle engines |
| | 2812 | Manufacture of fluid power equipment |
| | 2813 | Manufacture of other pumps, compressors, taps and valves |
| | 2814 | Manufacture of bearings, gears, gearing and driving elements |
| | 2815 | Manufacture of ovens, furnaces and furnace burners |
| | 2816 | Manufacture of lifting and handling equipment |
| | 2817 | Manufacture of office machinery and equipment (except computers and peripheral equipment) |
| | 2818 | Manufacture of power-driven hand tools |
| | 2819 | Manufacture of other general-purpose machinery |
| 282 | | Manufacture of special-purpose machinery |
| | 2821 | Manufacture of agricultural and forestry machinery |
| | 2822 | Manufacture of metal-forming machinery and machine tools |
| | 2823 | Manufacture of machinery for metallurgy |
| | 2824 | Manufacture of machinery for mining, quarrying and construction |
| | 2825 | Manufacture of machinery for food, beverage and tobacco processing |
| | 2826 | Manufacture of machinery for textile, apparel and leather production |
| | 2829 | Manufacture of other special-purpose machinery |
| 29 | | Manufacture of motor vehicles, trailers and semi-trailers |
| | 291 | 2910 Manufacture of motor vehicles |
| | 292 | 2920 Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers |
| | 293 | 2930 Manufacture of parts and accessories for motor vehicles |
| 30 | | Manufacture of other transport equipment |
| | 301 | Building of ships and boats |
| | | 3011 Building of ships and floating structures |
| | | 3012 Building of pleasure and sporting boats |
| | 302 | 3020 Manufacture of railway locomotives and rolling stock |
| | 303 | 3030 Manufacture of air and spacecraft and related machinery |
| | 304 | 3040 Manufacture of military fighting vehicles |
| | 309 | Manufacture of transport equipment n.e.c. |
| | | 3091 Manufacture of motorcycles |
| | | 3092 Manufacture of bicycles and invalid carriages |
| | | 3099 Manufacture of other transport equipment n.e.c. |
| 31 | | Manufacture of furniture |
| | 310 | 3100 Manufacture of furniture |
| 32 | | Other manufacturing |
| | 321 | Manufacture of jewellery, bijouterie and related articles |
| | | 3211 Manufacture of jewellery and related articles |
| | | 3212 Manufacture of imitation jewellery and related articles |
| | 322 | 3220 Manufacture of musical instruments |
| | 323 | 3230 Manufacture of sports goods |
| | 324 | 3240 Manufacture of games and toys |
| | 325 | 3250 Manufacture of medical and dental instruments and supplies |
| | 329 | 3290 Other manufacturing n.e.c. |
| 33 | | Repair and installation of machinery and equipment |
| | 331 | Repair of fabricated metal products, machinery and equipment |
| | | 3311 Repair of fabricated metal products |
| | | 3312 Repair of machinery |
| | | 3313 Repair of electronic and optical equipment |
| | | 3314 Repair of electrical equipment |
| | | 3315 Repair of transport equipment, except motor vehicles |
| | | 3319 Repair of other equipment |
| | 332 | 3320 Installation of industrial machinery and equipment |

Section D: Electricity, gas, steam and air conditioning supply

| Division | Group | Class | Description |
|----------|-------|-------|---|
| 35 | | | Electricity, gas, steam and air conditioning supply |
| | 351 | 3510 | Electric power generation, transmission and distribution |
| | 352 | 3520 | Manufacture of gas; distribution of gaseous fuels through mains |
| | 353 | 3530 | Steam and air conditioning supply |

Section E: Water supply; sewerage, waste management and remediation activities

| Division | Group | Class | Description |
|----------|-------|-------|--|
| 36 | | | Water collection, treatment and supply |
| | 360 | 3600 | Water collection, treatment and supply |
| 37 | | | Sewerage |
| | 370 | 3700 | Sewerage |
| 38 | | | Waste collection, treatment and disposal activities; materials recovery |
| | 381 | | Waste collection |
| | | 3811 | Collection of non-hazardous waste |
| | | 3812 | Collection of hazardous waste |
| | 382 | | Waste treatment and disposal |
| | | 3821 | Treatment and disposal of non-hazardous waste |
| | | 3822 | Treatment and disposal of hazardous waste |
| | 383 | 3830 | Materials recovery |
| 39 | | | Remediation activities and other waste management services |
| | 390 | 3900 | Remediation activities and other waste management services |

Section F: Construction

| Division | Group | Class | Description |
|----------|-------|-------|--|
| 41 | | | Construction of buildings |
| | 410 | 4100 | Construction of buildings |
| 42 | | | Civil engineering |
| | 421 | 4210 | Construction of roads and railways |
| | 422 | 4220 | Construction of utility projects |
| | 429 | 4290 | Construction of other civil engineering projects |
| 43 | | | Specialized construction activities |
| | 431 | | Demolition and site preparation |
| | | 4311 | Demolition |
| | | 4312 | Site preparation |
| | 432 | | Electrical, plumbing and other construction installation activities |
| | | 4321 | Electrical installation |
| | | 4322 | Plumbing, heat and air-conditioning installation |
| | | 4329 | Other construction installation |
| | 433 | 4330 | Building completion and finishing |
| | 439 | 4390 | Other specialized construction activities |

Section G: Wholesale and retail trade; repair of motor vehicles and motorcycles

| Division | Group | Class | Description |
|----------|-------|-------|--|
| 45 | | | Wholesale and retail trade and repair of motor vehicles and motorcycles |
| | 451 | 4510 | Sale of motor vehicles |
| | 452 | 4520 | Maintenance and repair of motor vehicles |
| | 453 | 4530 | Sale of motor vehicle parts and accessories |
| | 454 | 4540 | Sale, maintenance and repair of motorcycles and related parts and accessories |
| 46 | | | Wholesale trade, except of motor vehicles and motorcycles |
| | 461 | 4610 | Wholesale on a fee or contract basis |

| | | | |
|----|-----|------|--|
| | 462 | 4620 | Wholesale of agricultural raw materials and live animals |
| | 463 | 4630 | Wholesale of food, beverages and tobacco |
| | 464 | | Wholesale of household goods |
| | | 4641 | Wholesale of textiles, clothing and footwear |
| | | 4649 | Wholesale of other household goods |
| | 465 | | Wholesale of machinery, equipment and supplies |
| | | 4651 | Wholesale of computers, computer peripheral equipment and software |
| | | 4652 | Wholesale of electronic and telecommunications equipment and parts |
| | | 4653 | Wholesale of agricultural machinery, equipment and supplies |
| | | 4659 | Wholesale of other machinery and equipment |
| | 466 | | Other specialized wholesale |
| | | 4661 | Wholesale of solid, liquid and gaseous fuels and related products |
| | | 4662 | Wholesale of metals and metal ores |
| | | 4663 | Wholesale of construction materials, hardware, plumbing and heating equipment and supplies |
| | | 4669 | Wholesale of waste and scrap and other products n.e.c. |
| | 469 | 4690 | Non-specialized wholesale trade |
| 47 | | | Retail trade, except of motor vehicles and motorcycles |
| | 471 | | Retail sale in non-specialized stores |
| | | 4711 | Retail sale in non-specialized stores with food, beverages or tobacco predominating |
| | | 4719 | Other retail sale in non-specialized stores |
| | 472 | | Retail sale of food, beverages and tobacco in specialized stores |
| | | 4721 | Retail sale of food in specialized stores |
| | | 4722 | Retail sale of beverages in specialized stores |
| | | 4723 | Retail sale of tobacco products in specialized stores |
| | 473 | 4730 | Retail sale of automotive fuel in specialized stores |
| | 474 | | Retail sale of information and communications equipment in specialized stores |
| | | 4741 | Retail sale of computers, peripheral units, software and telecommunications equipment in specialized stores |
| | | 4742 | Retail sale of audio and video equipment in specialized stores |
| | 475 | | Retail sale of other household equipment in specialized stores |
| | | 4751 | Retail sale of textiles in specialized stores |
| | | 4752 | Retail sale of hardware, paints and glass in specialized stores |
| | | 4753 | Retail sale of carpets, rugs, wall and floor coverings in specialized stores |
| | | 4759 | Retail sale of electrical household appliances, furniture, lighting equipment and other household articles in specialized stores |
| | 476 | | Retail sale of cultural and recreation goods in specialized stores |
| | | 4761 | Retail sale of books, newspapers and stationary in specialized stores |
| | | 4762 | Retail sale of music and video recordings in specialized stores |
| | | 4763 | Retail sale of sporting equipment in specialized stores |
| | | 4764 | Retail sale of games and toys in specialized stores |
| | 477 | | Retail sale of other goods in specialized stores |
| | | 4771 | Retail sale of clothing, footwear and leather articles in specialized stores |
| | | 4772 | Retail sale of pharmaceutical and medical goods, cosmetic and toilet articles in specialized stores |
| | | 4773 | Other retail sale of new goods in specialized stores |
| | | 4774 | Retail sale of second-hand goods |
| | 478 | | Retail sale via stalls and markets |
| | | 4781 | Retail sale via stalls and markets of food, beverages and tobacco products |
| | | 4782 | Retail sale via stalls and markets of textiles, clothing and footwear |
| | | 4789 | Retail sale via stalls and markets of other goods |
| | 479 | | Retail trade not in stores, stalls or markets |
| | | 4791 | Retail sale via mail order houses or via Internet |
| | | 4799 | Other retail sale not in stores, stalls or markets |

Section H: Transportation and storage

| Division | Group | Class | Description |
|----------|-------|-------|---|
| 49 | | | Land transport and transport via pipelines |
| | 491 | | Transport via railways |
| | | 4911 | Passenger rail transport, interurban |
| | | 4912 | Freight rail transport |
| | 492 | | Other land transport |
| | | 4921 | Urban and suburban passenger land transport |
| | | 4922 | Other passenger land transport |
| | | 4923 | Freight transport by road |

| | | | |
|----|-----|------|--|
| | 493 | 4930 | Transport via pipeline |
| 50 | | | Water transport |
| | 501 | | Sea and coastal water transport |
| | | 5011 | Sea and coastal passenger water transport |
| | | 5012 | Sea and coastal freight water transport |
| | 502 | | Inland water transport |
| | | 5021 | Inland passenger water transport |
| | | 5022 | Inland freight water transport |
| 51 | | | Air transport |
| | 511 | 5110 | Passenger air transport |
| | 512 | 5120 | Freight air transport |
| 52 | | | Warehousing and support activities for transportation |
| | 521 | 5210 | Warehousing and storage |
| | 522 | | Support activities for transportation |
| | | 5221 | Service activities incidental to land transportation |
| | | 5222 | Service activities incidental to water transportation |
| | | 5223 | Service activities incidental to air transportation |
| | | 5224 | Cargo handling |
| | | 5229 | Other transportation support activities |
| 53 | | | Postal and courier activities |
| | 531 | 5310 | Postal activities |
| | 532 | 5320 | Courier activities |

Section I: Accommodation and food service activities

| Division | Group | Class | Description |
|----------|-------|-------|---|
| 55 | | | Accommodation |
| | 551 | 5510 | Short term accommodation activities |
| | 552 | 5520 | Camping grounds, recreational vehicle parks and trailer parks |
| | 559 | 5590 | Other accommodation |
| 56 | | | Food and beverage service activities |
| | 561 | 5610 | Restaurants and mobile food service activities |
| | 562 | | Event catering and other food service activities |
| | | 5621 | Event catering |
| | | 5629 | Other food service activities |
| | 563 | 5630 | Beverage serving activities |

Section J: Information and communication

| Division | Group | Class | Description |
|----------|-------|-------|---|
| 58 | | | Publishing activities |
| | 581 | | Publishing of books, periodicals and other publishing activities |
| | | 5811 | Book publishing |
| | | 5812 | Publishing of directories and mailing lists |
| | | 5813 | Publishing of newspapers, journals and periodicals |
| | | 5819 | Other publishing activities |
| | 582 | 5820 | Software publishing |
| 59 | | | Motion picture, video and television programme production, sound recording and music publishing activities |
| | 591 | | Motion picture, video and television programme activities |
| | | 5911 | Motion picture, video and television programme production activities |
| | | 5912 | Motion picture, video and television programme post-production activities |
| | | 5913 | Motion picture, video and television programme distribution activities |
| | | 5914 | Motion picture projection activities |
| | 592 | 5920 | Sound recording and music publishing activities |
| 60 | | | Programming and broadcasting activities |
| | 601 | 6010 | Radio broadcasting |
| | 602 | 6020 | Television programming and broadcasting activities |
| 61 | | | Telecommunications |
| | 611 | 6110 | Wired telecommunications activities |
| | 612 | 6120 | Wireless telecommunications activities |
| | 613 | 6130 | Satellite telecommunications activities |
| | 619 | 6190 | Other telecommunications activities |
| 62 | | | Computer programming, consultancy and related activities |
| | | 6201 | Computer programming activities |

| | | |
|-----|------|---|
| | 6202 | Computer consultancy and computer facilities management activities |
| | 6209 | Other information technology and computer service activities |
| 63 | | Information service activities |
| | 631 | Data processing, hosting and related activities; web portals |
| | 6311 | Data processing, hosting and related activities |
| | 6312 | Web portals |
| 639 | | Other information service activities |
| | 6391 | News agency activities |
| | 6399 | Other information service activities n.e.c. |

Section K: Financial and insurance activities

| Division | Group | Class | Description |
|----------|-------|-------|---|
| 64 | | | Financial service activities, except insurance and pension funding |
| | 641 | | Monetary intermediation |
| | | 6411 | Central banking |
| | | 6419 | Other monetary intermediation |
| | 642 | 6420 | Activities of holding companies |
| | 643 | 6430 | Trusts, funds and similar financial entities |
| 649 | | | Other financial service activities, except insurance and pension funding activities |
| | | 6491 | Financial leasing |
| | | 6492 | Other credit granting |
| | | 6499 | Other financial service activities, except insurance and pension funding activities, n.e.c. |
| 65 | | | Insurance, reinsurance and pension funding, except compulsory social security |
| | 651 | | Insurance |
| | | 6511 | Life insurance |
| | | 6512 | Non-life insurance |
| | 652 | 6520 | Reinsurance |
| | 653 | 6530 | Pension funding |
| 66 | | | Activities auxiliary to financial service and insurance activities |
| | 661 | | Activities auxiliary to financial service activities, except insurance and pension funding |
| | | 6611 | Administration of financial markets |
| | | 6612 | Security and commodity contracts brokerage |
| | | 6619 | Other activities auxiliary to financial service activities |
| | 662 | | Activities auxiliary to insurance and pension funding |
| | | 6621 | Risk and damage evaluation |
| | | 6622 | Activities of insurance agents and brokers |
| | | 6629 | Other activities auxiliary to insurance and pension funding |
| | 663 | 6630 | Fund management activities |

Section L: Real estate activities

| Division | Group | Class | Description |
|----------|-------|-------|--|
| 68 | | | Real estate activities |
| | 681 | 6810 | Real estate activities with own or leased property |
| | 682 | 6820 | Real estate activities on a fee or contract basis |

Section M: Professional, scientific and technical activities

| Division | Group | Class | Description |
|----------|-------|-------|---|
| 69 | | | Legal and accounting activities |
| | 691 | 6910 | Legal activities |
| | 692 | 6920 | Accounting, bookkeeping and auditing activities; tax consultancy |
| 70 | | | Activities of head offices; management consultancy activities |
| | 701 | 7010 | Activities of head offices |
| | 702 | 7020 | Management consultancy activities |
| 71 | | | Architectural and engineering activities; technical testing and analysis |
| | 711 | 7110 | Architectural and engineering activities and related technical consultancy |
| | 712 | 7120 | Technical testing and analysis |
| 72 | | | Scientific research and development |

| | | | |
|----|-----|------|---|
| | 721 | 7210 | Research and experimental development on natural sciences and engineering |
| | 722 | 7220 | Research and experimental development on social sciences and humanities |
| 73 | | | Advertising and market research |
| | 731 | 7310 | Advertising |
| | 732 | 7320 | Market research and public opinion polling |
| 74 | | | Other professional, scientific and technical activities |
| | 741 | 7410 | Specialized design activities |
| | 742 | 7420 | Photographic activities |
| | 749 | 7490 | Other professional, scientific and technical activities n.e.c. |
| 75 | | | Veterinary activities |
| | 750 | 7500 | Veterinary activities |

Section N: Administrative and support service activities

| Division | Group | Class | Description |
|----------|-------|-------|--|
| 77 | | | Rental and leasing activities |
| | 771 | 7710 | Renting and leasing of motor vehicles |
| | 772 | | Renting and leasing of personal and household goods |
| | | 7721 | Renting and leasing of recreational and sports goods |
| | | 7722 | Renting of video tapes and disks |
| | | 7729 | Renting and leasing of other personal and household goods |
| | 773 | 7730 | Renting and leasing of other machinery, equipment and tangible goods |
| | 774 | 7740 | Leasing of intellectual property and similar products, except copyrighted works |
| 78 | | | Employment activities |
| | 781 | 7810 | Activities of employment placement agencies |
| | 782 | 7820 | Temporary employment agency activities |
| | 783 | 7830 | Other human resources provision |
| 79 | | | Travel agency, tour operator, reservation service and related activities |
| | 791 | | Travel agency and tour operator activities |
| | | 7911 | Travel agency activities |
| | | 7912 | Tour operator activities |
| | 799 | 7990 | Other reservation service and related activities |
| 80 | | | Security and investigation activities |
| | 801 | 8010 | Private security activities |
| | 802 | 8020 | Security systems service activities |
| | 803 | 8030 | Investigation activities |
| 81 | | | Services to buildings and landscape activities |
| | 811 | 8110 | Combined facilities support activities |
| | 812 | | Cleaning activities |
| | | 8121 | General cleaning of buildings |
| | | 8129 | Other building and industrial cleaning activities |
| | 813 | 8130 | Landscape care and maintenance service activities |
| 82 | | | Office administrative, office support and other business support activities |
| | 821 | | Office administrative and support activities |
| | | 8211 | Combined office administrative service activities |
| | | 8219 | Photocopying, document preparation and other specialized office support activities |
| | 822 | 8220 | Activities of call centres |
| | 823 | 8230 | Organization of conventions and trade shows |
| | 829 | | Business support service activities n.e.c. |
| | | 8291 | Activities of collection agencies and credit bureaus |
| | | 8292 | Packaging activities |
| | | 8299 | Other business support service activities n.e.c. |

Section O: Public administration and defence; compulsory social security

| Division | Group | Class | Description |
|----------|-------|-------|--|
| 84 | | | Public administration and defence; compulsory social security |
| | 841 | | Administration of the State and the economic and social policy of the community |
| | | 8411 | General public administration activities |
| | | 8412 | Regulation of the activities of providing health care, education, cultural services and other social services, excluding social security |
| | | 8413 | Regulation of and contribution to more efficient operation of businesses |

| | | |
|-----|------|--|
| 842 | | Provision of services to the community as a whole |
| | 8421 | Foreign affairs |
| | 8422 | Defence activities |
| | 8423 | Public order and safety activities |
| 843 | 8430 | Compulsory social security activities |

Section P: Education

| Division | Group | Class | Description |
|----------|-------|-------|--|
| 85 | | | Education |
| | 851 | 8510 | Pre-primary and primary education |
| | 852 | | Secondary education |
| | | 8521 | General secondary education |
| | | 8522 | Technical and vocational secondary education |
| | 853 | 8530 | Higher education |
| | 854 | | Other education |
| | | 8541 | Sports and recreation education |
| | | 8542 | Cultural education |
| | | 8549 | Other education n.e.c. |
| | 855 | 8550 | Educational support activities |

Section Q: Human health and social work activities

| Division | Group | Class | Description |
|----------|-------|-------|---|
| 86 | | | Human health activities |
| | 861 | 8610 | Hospital activities |
| | 862 | 8620 | Medical and dental practice activities |
| | 869 | 8690 | Other human health activities |
| 87 | | | Residential care activities |
| | 871 | 8710 | Residential nursing care facilities |
| | 872 | 8720 | Residential care activities for mental retardation, mental health and substance abuse |
| | 873 | 8730 | Residential care activities for the elderly and disabled |
| | 879 | 8790 | Other residential care activities |
| 88 | | | Social work activities without accommodation |
| | 881 | 8810 | Social work activities without accommodation for the elderly and disabled |
| | 889 | 8890 | Other social work activities without accommodation |

Section R: Arts, entertainment and recreation

| Division | Group | Class | Description |
|----------|-------|-------|--|
| 90 | | | Creative, arts and entertainment activities |
| | 900 | 9000 | Creative, arts and entertainment activities |
| 91 | | | Libraries, archives, museums and other cultural activities |
| | | 9101 | Library and archives activities |
| | | 9102 | Museums activities and operation of historical sites and buildings |
| | | 9103 | Botanical and zoological gardens and nature reserves activities |
| 92 | | | Gambling and betting activities |
| | 920 | 9200 | Gambling and betting activities |
| 93 | | | Sports activities and amusement and recreation activities |
| | 931 | | Sports activities |
| | | 9311 | Operation of sports facilities |
| | | 9312 | Activities of sports clubs |
| | | 9319 | Other sports activities |
| | 932 | | Other amusement and recreation activities |
| | | 9321 | Activities of amusement parks and theme parks |
| | | 9329 | Other amusement and recreation activities n.e.c. |

Section S: Other service activities

| Division | Group | Class | Description |
|----------|-------|-------|--|
| 94 | | | Activities of membership organizations |
| | 941 | | Activities of business, employers and professional membership organizations |

| | | |
|-----|------|---|
| | 9411 | Activities of business and employers membership organizations |
| | 9412 | Activities of professional membership organizations |
| 942 | 9420 | Activities of trade unions |
| 949 | | Activities of other membership organizations |
| | 9491 | Activities of religious organizations |
| | 9492 | Activities of political organizations |
| | 9499 | Activities of other membership organizations n.e.c. |
| 95 | | Repair of computers and personal and household goods |
| | 951 | Repair of computers and communication equipment |
| | 9511 | Repair of computers and peripheral equipment |
| | 9512 | Repair of communication equipment |
| | 952 | Repair of personal and household goods |
| | 9521 | Repair of consumer electronics |
| | 9522 | Repair of household appliances and home and garden equipment |
| | 9523 | Repair of footwear and leather goods |
| | 9524 | Repair of furniture and home furnishings |
| | 9529 | Repair of other personal and household goods |
| 96 | | Other personal service activities |
| | 9601 | Washing and (dry-) cleaning of textile and fur products |
| | 9602 | Hairdressing and other beauty treatment |
| | 9603 | Funeral and related activities |
| | 9609 | Other personal service activities n.e.c. |

Section T: Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use

| Division | Group | Class | Description |
|----------|-------|-------|--|
| 97 | | | Activities of households as employers of domestic personnel |
| | 970 | 9700 | Activities of households as employers of domestic personnel |
| 98 | | | Undifferentiated goods- and services-producing activities of private households for own use |
| | 981 | 9810 | Undifferentiated goods-producing activities of private households for own use |
| | 982 | 9820 | Undifferentiated service-producing activities of private households for own use |

Section U: Activities of extraterritorial organizations and bodies

| Division | Group | Class | Description |
|----------|-------|-------|--|
| 99 | | | Activities of extraterritorial organizations and bodies |
| | 990 | 9900 | Activities of extraterritorial organizations and bodies |

APPENDIX XI: LIST OF INCOME GENERATING ACTIVITIES

01. Petty vending at home (e.g. selling mishanga, vegetables, bread, or a variety of groceries, etc).
02. Petty vending or hawking outside the home.
03. Selling knitted items.
04. Selling own-sewed clothes
05. Baking fritters/scones/cakes for sale.
06. Brewing local (non-alcoholic) drinks, e.g. munkoyo for sale.
07. Brewing beer or other alcoholic drinks for sale.
08. Carpentry.
09. Making handicrafts, e.g. clay pots, doormats, decorations, etc for sale.
10. Making reed mats or baskets for sale.
11. Hairdressing (braiding hair, cutting hair, styling hair, etc) at home.
12. Piecework (e.g. gardening, digging pits, etc).
13. Repairing and painting houses, etc.
14. Other (Specify in the questionnaire).

APPENDIX XII: LIST OF SOCIAL AND ECONOMIC FACILITIES

Code Number

AGRICULTURAL FACILITIES

- 01.....Agricultural inputs on credit to be provided.
- 02.....Provision of agricultural inputs on credit to be provided.
- 03.....Agricultural marketing facilities to be provided.
- 04.....Agricultural marketing facilities to be improved.
- 05.....Agricultural inputs to be available.
- 06.....Provision of agricultural inputs to improve.
- 07.....Agricultural inputs to be provided free.
- 08.....We need buyers for our farm produce or lack of market for produce.
- 09.....Prices of our farm produce too low - need higher prices to make profit.
- 10.....Agriculture extension services to be provided.
- 11.....Agriculture extension services to improve.
- 12.....Veterinary services to be provided.
- 13.....Veterinary services to improve.

CREDIT FACILITIES

- 14.....Credit facilities to be provided.
- 15.....Credit facilities to improve.

EDUCATION FACILITIES

- 16.....Primary school/s to be built.
- 17.....Primary school/s to be rehabilitated/improved.
- 18.....More primary school places to be available.
- 19.....Secondary school/s to be built.
- 20.....Secondary school/s to be rehabilitated/improved.
- 21.....More secondary school places to be available.
- 22.....More colleges to be built.
- 23.....Existing colleges to be expanded.
- 24.....Colleges to be rehabilitated/improved.
- 25.....More universities to be built.
- 26.....Existing universities to be expanded.
- 27.....Universities to be rehabilitated/improved.
- 28.....Provision of more places at colleges and universities in order to train more school leavers.

EMPLOYMENT ISSUES

- 29..... .Employment opportunities to be provided (jobs should be provided).
- 30.....Employment opportunities to improve (more jobs to be provided).
- 31.....Salaries/wages should improve.

HAMMERMILLS

- 32.....Hammermill/s to be provided.
- 33.....The number of hammermills should increase/improve.

HEALTH FACILITIES

- 34.....Health centre/clinic should be built.
- 35.....Health centre/clinic should be rehabilitated/improved.
- 36.....Hospital should be built.
- 37.....Hospital should be rehabilitated/improved.
- 38.....Services offered at health facility or facilities should improve.

HOUSING ISSUES

- 39.....Housing/accomodation needed.
- 40.....Housing/accomodation currently occupying to improve.
- 41.....Housing/accomodation should be provided.
- 42.....Housing/accomodation should improve.
- 43.....Affordable housing.

POLICE/SECURITY FACILITES

- 44.....Police services to be provided.
- 45.....Police services to improve.
- 46.....Security to improve.

ROADS

- 47.....Roads to be built.
- 48.....Roads to be rehabilitated/improved.
- 49.....Roads to be tarred or resurfaced.

SANITATION

- 50.....Sanitation to be provided.
- 51.....Sanitation to improve.

TRANSPORT FACILITIES

- 52.....Transport service to be provided.
- 53.....Transport service to improve.

WATER SUPPLY FACILITIES

- 54.....A water well or wells to be provided.
- 55.....A water well or wells to be rehabilitated/improved/restored.
- 56.....A borehole or boreholes to be provided.
- 57.....A borehole or boreholes to be rehabilitated.
- 58.....Piped (tap) water to be provided.
- 59.....Piped (tap) water to be rehabilitated or improved or restored

FOOD AND OTHER CONSUMER GOODS ISSUES

- 60.....Food required..
- 61.....Relief food required due to poor harvest.
- 62.....Relief food required due to lack of it.
- 63.....Relief food required because not able to grow or afford enough or due to ppoverty.
- 64.....Food to buy required.
- 65.....Market where to buy food and other items from needed.
- 66.....Shops where to buy consumer goods from needed.
- 67.....Consumer goods to be available.
- 68.....Other (specify in the questionnaire).

APPENDIX

Auxiliary Table for Random Selection

Table 5. Random Digits

More extended table: Rand Corporation (1955)

| Row Number | Column Number | | | | | | | | | |
|------------|---------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 00 | 87331 | 82442 | 28104 | 26432 | 83640 | 17323 | 68764 | 84728 | 37995 | 96106 |
| 01 | 33628 | 17364 | 01409 | 87803 | 65641 | 33433 | 48944 | 64299 | 79066 | 31777 |
| 02 | 54680 | 13427 | 72496 | 16967 | 16195 | 96593 | 55040 | 53729 | 62035 | 66717 |
| 03 | 51199 | 49794 | 49407 | 10774 | 98140 | 83891 | 37195 | 24066 | 61140 | 65144 |
| 04 | 78702 | 98067 | 61313 | 91661 | 59861 | 54437 | 77739 | 19892 | 54817 | 88645 |
| 05 | 55672 | 16014 | 24892 | 13089 | 00410 | 81458 | 76156 | 28189 | 40595 | 21500 |
| 06 | 18880 | 58497 | 03862 | 32368 | 59320 | 24807 | 63392 | 79793 | 63043 | 09425 |
| 07 | 10242 | 62548 | 62330 | 05703 | 33535 | 49128 | 66298 | 16193 | 55301 | 01306 |
| 08 | 54993 | 17182 | 94618 | 23228 | 83895 | 73251 | 68199 | 64639 | 83178 | 70521 |
| 09 | 22686 | 50885 | 16006 | 04041 | 08077 | 33065 | 35237 | 02502 | 94755 | 72062 |
| 10 | 42349 | 03145 | 15770 | 70665 | 53291 | 32288 | 41568 | 66079 | 98705 | 31029 |
| 11 | 18093 | 09553 | 39428 | 75464 | 71329 | 86344 | 80729 | 40916 | 18860 | 51780 |
| 12 | 11535 | 03924 | 84252 | 74795 | 40193 | 84597 | 42497 | 21918 | 91384 | 84721 |
| 13 | 35066 | 73848 | 65351 | 53270 | 67341 | 70177 | 92373 | 17604 | 42204 | 60476 |
| 14 | 57477 | 22809 | 73558 | 96182 | 96779 | 01604 | 25748 | 59553 | 64876 | 94611 |
| 15 | 48647 | 33850 | 52956 | 45410 | 88212 | 05120 | 99391 | 32276 | 55961 | 41775 |
| 16 | 86857 | 81154 | 22223 | 74950 | 53296 | 67767 | 55866 | 49061 | 66937 | 81818 |
| 17 | 20182 | 36907 | 94644 | 99122 | 09774 | 29189 | 27212 | 79000 | 50217 | 71077 |
| 18 | 83687 | 31231 | 01133 | 41432 | 54542 | 60204 | 81618 | 09586 | 34481 | 87683 |
| 19 | 81315 | 12390 | 46074 | 47810 | 90171 | 36313 | 95440 | 77583 | 28506 | 38808 |
| 20 | 87026 | 52826 | 58341 | 76549 | 04105 | 66191 | 12914 | 55348 | 07907 | 06978 |
| 21 | 34301 | 76733 | 07251 | 90524 | 21931 | 83695 | 41340 | 53581 | 64582 | 60210 |
| 22 | 70734 | 24337 | 32674 | 49508 | 49751 | 90489 | 63202 | 24380 | 77943 | 09942 |
| 23 | 94710 | 31527 | 73445 | 32839 | 68176 | 53580 | 51250 | 53243 | 03350 | 00128 |
| 24 | 76462 | 16987 | 07775 | 43162 | 11777 | 16810 | 75158 | 13894 | 88945 | 15539 |
| 25 | 14348 | 28403 | 79245 | 69023 | 34196 | 46398 | 05964 | 64715 | 11330 | 17515 |
| 26 | 74618 | 89317 | 30146 | 25606 | 94507 | 98104 | 04239 | 44973 | 37636 | 88866 |
| 27 | 99442 | 19200 | 85406 | 45358 | 86253 | 60638 | 38858 | 44964 | 54103 | 57287 |
| 28 | 26869 | 44399 | 89452 | 06652 | 31271 | 00647 | 46551 | 83050 | 92058 | 83814 |
| 29 | 80988 | 08149 | 50499 | 98584 | 28385 | 63680 | 44638 | 91864 | 96002 | 87802 |
| 30 | 07511 | 79047 | 89289 | 17774 | 67194 | 37362 | 85684 | 55505 | 97809 | 67056 |
| 31 | 49779 | 12138 | 05048 | 03535 | 27502 | 63308 | 10218 | 53296 | 48687 | 61340 |
| 32 | 47938 | 55945 | 24003 | 19635 | 17471 | 65997 | 85906 | 98694 | 56420 | 78357 |
| 33 | 15604 | 06626 | 14360 | 79542 | 13512 | 87595 | 08542 | 03800 | 35443 | 52823 |
| 34 | 12307 | 27726 | 21864 | 00045 | 16075 | 03770 | 86978 | 52718 | 02693 | 09096 |
| 35 | 02450 | 28053 | 66134 | 99445 | 91316 | 25727 | 89399 | 85272 | 67148 | 78358 |
| 36 | 57623 | 54382 | 35236 | 89244 | 27245 | 90500 | 75430 | 96762 | 71968 | 65838 |
| 37 | 91762 | 78849 | 93105 | 40481 | 99431 | 03304 | 21079 | 86459 | 21287 | 76566 |
| 38 | 87373 | 31137 | 31128 | 67050 | 34309 | 44914 | 80711 | 61738 | 61498 | 24288 |
| 39 | 67094 | 41485 | 54149 | 86088 | 10192 | 21174 | 39948 | 67268 | 29938 | 32476 |
| 40 | 94456 | 66747 | 76922 | 87627 | 71834 | 57688 | 04878 | 78348 | 68970 | 60048 |
| 41 | 68359 | 75292 | 27710 | 86889 | 81678 | 79798 | 58360 | 39175 | 75667 | 65782 |
| 42 | 52393 | 31404 | 32584 | 06837 | 79762 | | 76055 | 54833 | 22841 | 98889 |
| 43 | 59565 | 91254 | 11847 | 20672 | 37625 | 41454 | 86861 | 55824 | 79793 | 74575 |
| 44 | 48185 | 11066 | 20162 | 38230 | 16043 | 48409 | 47421 | 21195 | 98008 | 57305 |
| 45 | 19230 | 12187 | 86659 | 12971 | 52204 | 76546 | 63272 | 19312 | 81662 | 96557 |
| 46 | 84327 | 21942 | 81727 | 68735 | 89190 | 58491 | 55329 | 96875 | 19465 | 89687 |
| 47 | 77430 | 71210 | 00591 | 50124 | 12030 | 50280 | 12358 | 76174 | 48353 | 09682 |
| 48 | 12462 | 19108 | 70512 | 53926 | 25595 | 97085 | 03833 | 59806 | 12351 | 64253 |
| 49 | 11684 | 06644 | 57816 | 10078 | 45021 | 47751 | 38285 | 73520 | 08434 | 65627 |

Table 5. Random Digits (Continued)

| Row Number | Column Number | | | | | | | | | |
|------------|---------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 50 | 12896 | 36576 | 68686 | 08462 | 65652 | 76571 | 70891 | 09007 | 04581 | 01684 |
| 51 | 59090 | 05111 | 27587 | 90349 | 30789 | 50304 | 70650 | 06646 | 70126 | 15284 |
| 52 | 42486 | 67483 | 65282 | 19037 | 80588 | 73076 | 41820 | 46651 | 40442 | 40718 |
| 53 | 88662 | 03928 | 03249 | 85910 | 97533 | 88643 | 29829 | 21557 | 47328 | 36724 |
| 54 | 69403 | 03626 | 92678 | 53460 | 15465 | 83516 | 54012 | 80509 | 55976 | 46115 |
| 55 | 56434 | 70543 | 38696 | 98502 | 32092 | 95505 | 62091 | 39549 | 30117 | 98209 |
| 56 | 58227 | 62694 | 42837 | 29183 | 11393 | 68463 | 25150 | 86338 | 95620 | 39836 |
| 57 | 41272 | 94927 | 15413 | 40505 | 33123 | 63218 | 72940 | 98349 | 57249 | 40170 |
| 58 | 36819 | 01162 | 30425 | 15546 | 16065 | 68459 | 35776 | 64276 | 92868 | 07372 |
| 59 | 31700 | 66711 | 26115 | 55755 | 33584 | 18091 | 38709 | 57276 | 74660 | 90392 |
| 60 | 69855 | 63699 | 36839 | 90531 | 97125 | 87875 | 62824 | 03889 | 12538 | 24740 |
| 61 | 44322 | 17569 | 45439 | 41455 | 34324 | 90902 | 07978 | 26268 | 04279 | 76816 |
| 62 | 62226 | 36661 | 87011 | 66267 | 78777 | 78044 | 40819 | 49496 | 39814 | 73867 |
| 63 | 27284 | 19737 | 98741 | 72531 | 52741 | 26699 | 98755 | 19657 | 08665 | 16818 |
| 64 | 88341 | 21652 | 94743 | 77268 | 79525 | 44769 | 66583 | 30621 | 90534 | 62050 |
| 65 | 53266 | 18783 | 51903 | 56711 | 38060 | 69513 | 61963 | 80470 | 88018 | 86510 |
| 66 | 50527 | 49330 | 24832 | 42529 | 03944 | 95219 | 88724 | 37247 | 84166 | 23023 |
| 67 | 15655 | 07852 | 77206 | 35944 | 71446 | 30573 | 19405 | 57824 | 23579 | 23301 |
| 68 | 62057 | 22206 | 03314 | 83465 | 57466 | 10465 | 19891 | 32308 | 01900 | 67484 |
| 69 | 41769 | 56091 | 19892 | 96253 | 92808 | 45785 | 52774 | 49674 | 68103 | 65032 |
| 70 | 25993 | 72416 | 44473 | 41299 | 93095 | 17338 | 69802 | 98548 | 02429 | 85238 |
| 71 | 22842 | 57871 | 04470 | 37373 | 34516 | 04042 | 04078 | 35336 | 34393 | 97573 |
| 72 | 55704 | 31982 | 05234 | 22664 | 22181 | 40358 | 28089 | 15790 | 33340 | 18852 |
| 73 | 94258 | 18706 | 09437 | 96041 | 90052 | 80862 | 20420 | 24323 | 11635 | 91677 |
| 74 | 74145 | 20453 | 29657 | 98868 | 56695 | 53483 | 87449 | 35060 | 98942 | 62697 |
| 75 | 88881 | 12673 | 73961 | 89884 | 73247 | 97670 | 69570 | 88888 | 58560 | 72580 |
| 76 | 01508 | 56780 | 52223 | 35632 | 73347 | 71317 | 46541 | 88023 | 36656 | 76332 |
| 77 | 92069 | 43000 | 23233 | 06058 | 82527 | 25250 | 27555 | 20426 | 60361 | 63525 |
| 78 | 53366 | 35249 | 02117 | 68620 | 39388 | 69795 | 73215 | 01846 | 16983 | 78560 |
| 79 | 88057 | 54097 | 49511 | 74867 | 32192 | 90071 | 04147 | 46094 | 63519 | 07199 |
| 80 | 85492 | 82238 | 02668 | 91854 | 86149 | 28590 | 77853 | 81035 | 45561 | 16032 |
| 81 | 39453 | 62123 | 69611 | 53017 | 34964 | 09786 | 24614 | 49514 | 01056 | 18700 |
| 82 | 82627 | 98111 | 93870 | 56969 | 69566 | 62662 | 07353 | 84838 | 14570 | 14508 |
| 83 | 61142 | 51743 | 38209 | 31474 | 96095 | 15163 | 54380 | 77849 | 20465 | 03142 |
| 84 | 12031 | 32528 | 61311 | 53730 | 89032 | 16124 | 58844 | 35386 | 45521 | 59368 |
| 85 | 31313 | 59838 | 29147 | 76882 | 74328 | 09955 | 63673 | 96651 | 53264 | 29871 |
| 86 | 50767 | 41056 | 97409 | 44376 | 62219 | 35439 | 70102 | 99248 | 71179 | 26052 |
| 87 | 30522 | 95699 | 84966 | 26554 | 24768 | 72247 | 84993 | 85375 | 92518 | 16334 |
| 88 | 74176 | 19870 | 89874 | 64799 | 03792 | 57006 | 57225 | 36677 | 46825 | 14087 |
| 89 | 17114 | 93248 | 37065 | 91346 | 04657 | 93763 | 92210 | 43676 | 44944 | 75798 |
| 90 | 53005 | 11825 | 64608 | 87587 | 05742 | 31914 | 55044 | 41818 | 29667 | 77424 |
| 91 | 31985 | 81539 | 79942 | 49471 | 46200 | 27639 | 94099 | 42085 | 79231 | 03932 |
| 92 | 63499 | 60508 | 77522 | 15624 | 15088 | 78519 | 52279 | 79214 | 43623 | 69166 |
| 93 | 30506 | 42444 | 99047 | 66010 | 91657 | 37160 | 37408 | 85714 | 21420 | 80996 |
| 94 | 78248 | 16841 | 92357 | 10130 | 68990 | 38307 | 61022 | 56806 | 81016 | 38511 |
| 95 | 64996 | 84789 | 50185 | 32200 | 64382 | 29752 | 11876 | 00664 | 54547 | 62597 |
| 96 | 11963 | 13157 | 09136 | 01769 | 30117 | 71486 | 80111 | 09161 | 08371 | 71749 |
| 97 | 44335 | 91450 | 43456 | 90449 | 18338 | 19787 | 31339 | 60473 | 06606 | 89788 |
| 98 | 42277 | 11868 | 44520 | 01113 | 11341 | 11743 | 97949 | 49718 | 99176 | 42006 |
| 99 | 77562 | 18863 | 58515 | 90166 | 78508 | 14864 | 19111 | 57183 | 85808 | 59385 |

THE END